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CITY OF BOSTON
AND
COUNTY OF SUFFOLK



ANNUAL BUDGET
RECOMMENDATIONS

FOR THE FISCAL YEAR 1960

AS SUBMITTED TO

THE BOSTON CITY COUNCIL

BY

JOHN F. COLLINS
MAYOR

CITY OF BOSTON
AND
COUNTY OF SUFFOLK



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CITY OF BOSTON
OFFICE OF THE MAYOR
CITY HALL

JOHN F. COLLINS
Mayor

February 1, 1960.

To the City Council.

GENTLEMEN:

I submit herewith budgetary allowances for the City, County, and Income Departments for the year 1960.

These allowances are \$2,380,659.00 less than those of the previous year. These reductions have been made despite the fact that an additional \$1,750,000.00 must be provided for salary increases granted in 1959 but which were in effect for only a portion of that year. The over-all reduction of \$13,679,041.00 from requests submitted by the various City, County, and Income Departments has resulted from my desire to maintain essential city services at the same level of appropriations authorized in 1959. Such a reduction in departmental requests, which is, I am informed, the largest of its kind in the city's history, reflects the desire of this administration to adhere to the "no hire" policy in every possible way, so that substantial reductions in operating expenses can offer our beleaguered Boston home owners and rent payers some measure of relief from the staggering burden they now bear.

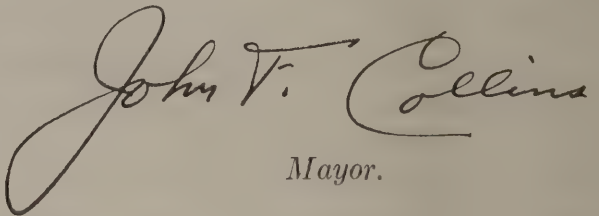
I am cognizant of the fact that many of Boston's most serious financial difficulties are beyond the control of either the members of your Honorable Body or of the Mayor. In cooperative fashion, however, and despite the unfair and unjust financial expenses which the City of Boston, not of its own volition, must pay for certain services over which we, the officials of the city, have no control, I am very hopeful that there is an increased recognition, generally, of the compelling need for the broadening of our tax base. Without the sources of revenue which would be made available to us were the Legislature to act favorably upon a sales tax, it is doubtful, in my opinion, that Boston will be able to maintain much longer the level of services currently being offered its citizens. Legislative approval which would result in the broadening of our tax base is an absolute necessity for the economic growth and general stability of this city.

In presenting to you this very substantially reduced budget, I am aware of the fact that analysis of the appropriations submitted in detail will reveal drastic reductions in operating costs. I assure the members of your Honorable Body that the recommendations contained herein will guarantee the continuation of all essential services, including, particularly, provisions for guaranteeing the safety and health of the public, and the care of our less fortunate citizens through the maintenance of our hospital, welfare, and institutional departments. No attempt has been made in any way to reduce any of the budgetary requests in these areas without the advice and consent of those officials who would be in the best position to make a judgment upon these budgetary recommendations.

In all candor, I desire to point out that I am also aware of the fact that the elimination of many desirable capital improvements may be thought to be merely postponing the day of reckoning, but I feel that our obligation in this hour of crisis must first be directed toward the preservation of the city as an independent governmental unit. Failure to recognize the dire financial position in which our city now finds itself would have far more serious consequences. It is not an exaggeration for me to state that the very existence of our beloved city depends upon our ability to eliminate from our budget every single item representing waste and extravagance or unessential expenditures, and, also, upon our willingness to learn to live within our means. It is imperative that we cut the cloth to fit the purse and each and every department or agency receiving an appropriation must begin from this moment on to exercise the very admirable virtue of self-control.

I respectfully recommend adoption of the accompanying appropriation and tax orders.

Respectfully,


Mayor.



CITY OF BOSTON

ADMINISTRATIVE SERVICES DEPARTMENT

ROOM 50, CITY HALL

February 1, 1960.

HON. JOHN F. COLLINS,
Mayor of Boston.

SIR:

In accordance with the provisions of Section 3 of Chapter 3A of the revised city ordinances, I have prepared, under your direction and after consultation with the Director of Administrative Services, in segregated form, the annual budget for city, county, and revenue departments to be submitted to the City Council.

GENERAL STATEMENT

The budget allowances recommended for city, county, and income departments represent a decrease of \$2,380,659.00 under total appropriations authorized in 1959.

The following table indicates the differences between the appropriations recommended for 1960 and those approved by the City Council in 1959:

	1959 APPROPRIATIONS	1960 RECOMMENDATIONS	DECREASE
CITY BUDGET	\$114,233,230 00	\$112,585,785 00	\$1,647,445 00
COUNTY BUDGET	8,144,455 00	8,122,780 00	21,675 00
TOTAL	\$122,377,685 00	\$120,708,565 00	\$1,669,120 00
INCOME DEPARTMENTS	3,940,117 00	3,228,578 00	711,539 00
GRAND TOTAL	\$126,317,802 00	\$123,937,143 00	\$2,380,659 00

The appropriations recommended for income departments will be met from the revenues collected by these departments, and hence will not have any effect on this year's tax rate.

The material relating to the 1960 budget is presented herewith:

CITY BUDGET

Permanent Employees. Notwithstanding the increases listed below amounting to \$1,818,000.00 the net appropriation for this item is only \$558,707.00 over 1959.

Compensation Plan Adjustment	\$1,503,000 00
Cost of increments	260,000 00
Reorganization of Assessing Department	55,000 00

Temporary Employees. Despite the increased salaries granted Temporary employees the allowance under this item reflects a decrease of \$95,423.00 under the 1959 appropriation.

This reduction was achieved by eliminating all but the most essential services as indicated in the following table:

Parks and Recreation Department	\$332,000 00	Seasonal employment of recreation play leaders, lifeguards, bath custodians, matrons, and sports officials necessary to carry out the recreation program of the city.
Hospital Department	400,000 00	Due to salaries of special nurses.
Library Department	170,000 00	For part-time service of young men and women employed on an hourly basis chiefly in the branch libraries.
Election Department	135,000 00	Cost of wardens, clerks, etc., for three election functions.

The balance is spread over a number of departments to cover peak work load periods.

Overtime. Allowances recommended for city departments represent a decrease of \$85,711.00 over comparable appropriations of last year.

The main factors involved in this allowance are indicated in the following table:

Police Department	\$550,000 00	Holidays, primary days, election day, and various parades. This represents a decrease of \$90,000.00 from last year's appropriation.
Fire Department	228,000 00	Holidays for uniform force.
Hospital Department	260,000 00	The major part of this allowance is paid to permanent nurses, attendants, and medical workers who agree to work an extra day due to shortage of such personnel.
Library Department	62,000 00	This allowance covers permanent employees who are required to work evenings in branch libraries and Sundays in the Central Library.
Parks and Recreation Department	54,000 00	Permanent maintenance crews required during the Arts Festival, Christmas Festival, various holiday observances, emergency tree work caused by storms, and the opening of graves on Sundays and holidays.
Election Department	30,000 00	For custodians of schools and public buildings at three election functions, and during registration. Voting machine custodians for period immediately preceding the three functions.
Public Works Department	103,000 00	Street cleaning, bridgetending, etc., on Sundays and holidays.

The balance is spread over a number of departments.

Contractual Services. A decrease of \$167,641.00 under last year's appropriation is reflected by the recommended allowance for this item.

Supplies and Materials. The allowances under this group show a decrease of \$179,641.00 under the 1959 appropriation.

Current Charges and Obligations. This item reflects an increase of \$247,292.00. The main factor responsible for this increase is the additional cost of hospital care, Welfare Department.

Equipment. The increase of \$49,239.00 in this item is necessary for the replacement of obsolete equipment which can no longer be deferred.

Structures and Improvements. This appropriation shows a decrease of \$252,000.00 under last year's allowance.

Land and Improvements. The recommended appropriation for 1960 is \$20,000.00 under the allowance for 1959.

Special Appropriations. This group shows a decrease of \$1,702,267.00 under the 1959 appropriation, despite increases within this group as follows:

Noncontributory Pensions and Annuities	\$40,000 00
Workmen's Compensation	15,000 00

COUNTY BUDGET

Allowances recommended for county departments reflect a decrease of \$21,675.00 under 1959 appropriations.

Personal Services. Sliding scale and mandatory legislative increases are mainly responsible for the increase in this item of \$224,338.00.

Contractual Services. This group reflects a decrease of \$77,304.00 under the allowance for 1959. There is a request for appropriations before the House of Representatives, Ways and Means Committee, which would allow

the Chief Justice of the Superior Court to assign District Court Judges to sit in extra sessions to expedite court business. This expense would be borne by the Commonwealth and for that reason the recommendation for Masters and Auditors has been reduced to a minimum figure of \$45,000.00.

Supplies and Materials. The recommended allowances in this item indicate a decrease of \$37,583.00.

Current Charges and Obligations. The increase of \$2,067.00 in this item is caused by the additional cost of bonding county employees.

Equipment. The recommended allowances in this item indicate a decrease of \$13,118.00.

INCOME DEPARTMENTS

The allowances for this section reflect a decrease of \$711,539.00 because of the transfer of the Sumner Traffic Tunnel to the Massachusetts Turnpike Authority.

CONCLUSION

The preceding paragraphs outline in detail the principal reasons for the decrease of the 1960 allowances over the 1959 appropriations.

Respectfully,

JOHN G. PICKETT,
Temporary Supervisor of Budgets.

PART I

APPROPRIATIONS AND TAX ORDERS FOR THE
FINANCIAL YEAR 1960

APPROPRIATIONS AND TAX ORDERS FOR THE FINANCIAL YEAR 1960

Ordered: That to meet the current expenses payable during the financial year beginning with the first day of January, 1960, for performing the duties and exercising the powers devolved by statute or ordinance, or by vote of the City Council during the year, upon the City of Boston, or County of Suffolk, or the departments or officers thereof, the respective sums of money specified in the tables and schedules hereinafter set out be, and the same are, hereby appropriated for the several departments and for the objects and purposes hereinafter stated.

Ordered: That the appropriation for Water Service, current expenses, and the payment to the state, under the provisions of chapter 488 of the Acts of 1895, and acts in addition or amendment thereto, and for the interest and debt requirements or for loans issued for water purposes be met by the income of said works and any excess over income from taxes; that appropriations for the maintenance and operation of parking meters and the regulation of parking and other traffic activities incident thereto, be met by the income from parking meter fees; that the other appropriations hereinafter specified be met out of the money remaining in the treasury at the close of business on December 31, 1959, exclusive of the money raised by loan or needed to carry out the requirements of any statute, gift, trust or special appropriation; by the income of the financial year beginning January 1, 1960; by taxes on the polls and estates in the City of Boston; and by the proceeds of any duly authorized loans.

Ordered: That all sums of money which form no part of the income of the city, but shall be paid for services rendered or work done by any department or division for any other department or division, or for any person or corporation other than the City of Boston, be paid into the general treasury, and that all contributions made to any appropriation be expended for the objects and purposes directed by the several contributors thereof.

Ordered: That all taxes raised to meet the appropriations of the city, and all taxes assessed for meeting the city's proportion of the state tax for the year 1960, or for any other taxes or assessments payable to the Commonwealth, shall be due and payable on July 1, 1960. Interest shall be charged at the rate of 4 per cent per annum and computed from October 1, 1960, on all real estate and personal property taxes remaining unpaid after November 1, 1960, and assessed and payable in the year 1960, before said November 1, 1960, until such taxes are paid. All interest which shall have become due on taxes shall be added to and be part of such taxes.

Ordered: That except as the appropriation for any purpose or item shall be increased by additional appropriations or transfers lawfully made, no money shall be expended by any department for any of the purposes or items designated in the tables and schedules hereinafter set out in excess of the amount set down as appropriated for such specific purpose or item.

APPROPRIATION	TOTAL	1 PERSONAL SERVICES	2 CONTRACTUAL SERVICES
GENERAL GOVERNMENT			
LEGISLATIVE AND EXECUTIVE			
1-01-11 Mayor, Office Expenses	\$189,924 00	\$165,424 00	\$3,700 00
1-01-94 Conventions and Entertainment of Distinguished Guests	30,000 00	—	—
1-01-95 Public Celebrations	80,000 00	—	—
1-13-77 U. S. Bond Allotment Plan	25,893 00	—	—
1-13-78 Committee for Civic Improvement and Juvenile Delinquency	13,516 00	—	—
1-01-12 City Council	149,576 00	134,111 00	9,255 00
1-01-13 City Council Proceedings	20,000 00	—	20,000 00
ELECTIONS			
1-01-21 Election Department	513,068 00	402,953 00	82,215 00
FINANCE			
1-01-31 Auditing Department	395,638 00	341,200 00	10,985 00
1-01-36 Assessing Department	762,184 00	682,180 00	60,340 00
1-01-37 Collecting Division, Treasury De- partment	269,619 00	209,900 00	12,340 00
1-01-38 Treasury Division, Treasury De- partment	275,762 00	187,300 00	26,895 00
1-01-39 Board of Sinking Fund Commis- sioners, Treasury Department	2,650 00	2,200 00	—
ADMINISTRATIVE SERVICES			
1-01-40 Administrative Services Department	1,012,872 00	831,567 00	80,940 00
LAW			
1-01-51 Law Department	399,967 00	320,754 00	72,550 00
RECORDING AND REPORTING			
1-01-61 City Clerk Department	93,520 00	86,960 00	4,565 00
1-01-62 City Documents	39,000 00	—	39,000 00
PLANNING			
1-01-70 City Planning	245,291 00	229,780 00	8,701 00
GENERAL GOVERNMENT BUILDINGS			
1-01-80 Real Property Department	1,300,503 00	749,172 00	341,961 00
MISCELLANEOUS GENERAL GOVERNMENT			
1-01-91 Boston Retirement Board	109,616 00	96,316 00	11,100 00
1-01-93 Finance Commission	60,000 00	46,450 00	3,450 00
PUBLIC SAFETY			
POLICE			
1-02-11 Police Department	18,484,706 00	17,450,000 00	399,000 00
FIRE			
1-02-21 Fire Department	13,091,924 00	12,218,000 00	362,470 00
PROTECTIVE INSPECTION AND REGULATION			
1-02-30 Building Department	976,139 00	719,649 00	21,100 00

BUDGET

3	4	5	7	8	
SUPPLIES AND MATERIALS	CURRENT CHARGES AND OBLIGATIONS	EQUIPMENT	STRUCTURES AND IMPROVEMENTS	LAND AND NON- STRUCTURAL IMPROVEMENTS TO LAND	SPECIAL APPROPRIATIONS
\$5,400 00	\$15,000 00	\$400 00			
—	—	—	—	—	\$30,000 00
—	—	—	—	—	80,000 00
—	—	—	—	—	25,893 00
—	—	—	—	—	13,516 00
4,760 00	275 00	1,175 00			
21,450 00	6,000 00	450 00			
18,725 00	24,579 00	149 00			
16,950 00	2,114 00	600 00			
39,140 00	7,689 00	550 00			
13,700 00	47,451 00	416 00			
300 00	150 00				
88,130 00	1,010 00	1,225 00	—	—	10,000 00
4,165 00	1,598 00	900 00			
1,380 00	180 00	435 00			
2,800 00	210 00	3,800 00			
55,090 00	93,760 00	520 00	\$60,000 00		
2,000 00	200 00				
645 00	8,405 00	1,050 00			
459,900 00	33,141 00	142,665 00			
409,043 00	12,682 00	89,729 00			
8,730 00	110 00	150 00	—	—	226,400 00

APPROPRIATION	TOTAL	1 PERSONAL SERVICES	2 CONTRACTUAL SERVICES
MILITARY AND CIVILIAN DEFENSE			
1-02-41 Civil Defense Activities . . .	\$71,520 00	\$55,180 00	\$15,000 00
OTHER			
1-02-51 Boston Traffic Department . . .	762,920 00	528,950 00	155,150 00
1-02-52 Licensing Board	121,283 00	93,564 00	8,500 00
PUBLIC WORKS			
1-03-00 Public Works Department . . .	10,398,918 00	5,506,192 00	4,261,664 00
HEALTH			
1-05-00 Health Department	2,124,982 00	1,782,953 00	245,275 00
HOSPITALS			
1-06-00 Hospital Department	19,232,388 00	14,729,000 00	674,563 00
PUBLIC WELFARE			
GENERAL WELFARE			
1-07-10 Welfare Department	25,549,632 00	1,801,631 00	106,880 00
AID TO NEEDY VETERANS			
1-07-40 Veterans' Services Department . .	2,399,651 00	311,004 00	32,700 00
LIBRARIES			
1-10-11 Library Department	3,241,900 00	2,716,000 00	211,525 00
PARKS AND RECREATION			
1-11-00 Parks and Recreation Department	3,572,941 00	2,722,714 00	298,145 00
MISCELLANEOUS			
1-13-31 Executions of Court, Damage Claims			
and Reimbursements	500,000 00	—	—
1-13-41 Workmen's Compensation Service	42,686 00	42,101 00	150 00
1-13-42 Workmen's Compensation	215,000 00	—	—
1-13-61 City Record, Publication of	54,996 00	9,696 00	45,000 00
1-13-74 Pensions and Annuities — City . . .	5,175,000 00	—	—
1-23-31 Snow Removal	360,000 00	—	—
1-33-73 Reserve Fund	150,000 00	—	—
1-71-61 Boston Redevelopment Authority	70,600 00	—	—
Total	\$112,585,785 00	\$65,172,901 00	\$7,625,119 00

BUDGET

3	4	5	7	8	
SUPPLIES AND MATERIALS	CURRENT CHARGES AND OBLIGATIONS	EQUIPMENT	STRUCTURES AND IMPROVEMENTS	LAND AND NON- STRUCTURAL IMPROVEMENTS TO LAND	SPECIAL APPROPRIATIONS
\$1,140 00	\$200 00				
60,920 00	1,900 00	\$16,000 00			
6,115 00	12,829 00	275 00			
358,744 00	14,068 00	133,250 00	\$125,000 00		
90,375 00	3,479 00	2,900 00			
3,650,925 00	14,850 00	78,050 00	85,000 00		
88,745 00	23,550,231 00	2,145 00			
5,290 00	2,050,373 00	284 00			
213,125 00	66,250 00	35,000 00			
309,925 00	12,157 00	40,000 00	30,000 00	\$160,000 00	
—	—	—	—	—	\$500,000 00
400 00	35 00	—	—	—	215,000 00
—	—	—	—	—	5,175,000 00
150 00	—	150 00	—	—	360,000 00
—	—	—	—	—	150,000 00
—	—	—	—	—	70,600 00
\$5,938,162 00	\$25,980,926 00	\$552,268 00	\$300,000 00	\$160,000 00	\$6,856,409 00

COUNTY

APPROPRIATION	TOTAL	I PERSONAL SERVICES
GENERAL GOVERNMENT		
RECORDING AND REPORTING		
4-01-65 Registry of Deeds	\$465,563 00	\$436,100 00
GENERAL GOVERNMENT BUILDINGS		
4-01-82 County Court House (Custodian)	701,949 00	566,000 00
1-01-84 Buildings Division, Real Property Department	192,721 00	153,366 00
CORRECTION		
CORRECTIONAL INSTITUTIONS		
4-08-11 Jail	533,780 00	419,830 00
4-08-12 Central Office, Penal Institutions Department	72,716 00	71,540 00
4-08-13 House of Correction, Penal Institutions Department	1,068,591 00	621,000 00
4-08-14 Middlesex County Training School	75,000 00	—
JUDICIAL		
CENTRAL COURTS		
4-12-11 Supreme Judicial Court	99,943 00	94,123 00
4-12-12 Superior Court, General Expenses	123,183 00	115,968 00
4-12-13 Clerk's Office, Superior Court, Civil Session	884,250 00	538,600 00
4-12-14 Criminal Session, Superior Court	716,675 00	438,060 00
4-12-15 Municipal Court, City of Boston	1,008,917 00	931,477 00
4-12-16 Boston Juvenile Court	135,771 00	127,310 00
4-12-17 Probate Court	84,070 00	34,995 00
4-12-18 Court Officers' Division, Superior Court	378,658 00	362,000 00
4-12-19 Probation Department, Superior Court, Criminal Session	85,810 00	77,420 00
DISTRICT COURTS		
4-12-21 Municipal Court, Charlestown District	95,981 00	89,703 00
4-12-22 East Boston District Court	102,027 00	95,205 00
4-12-23 Municipal Court, South Boston District	94,932 00	88,708 00
4-12-24 Municipal Court, Dorchester District	164,404 00	154,293 00
4-12-25 Municipal Court, Roxbury District	380,658 00	344,956 00
4-12-26 Municipal Court, West Roxbury District	119,834 00	112,599 00
4-12-27 Municipal Court, Brighton District	78,691 00	72,771 00
4-12-28 District Court of Chelsea	108,830 00	102,550 00
MEDICAL EXAMINATIONS		
4-12-31 Medical Examiner Service, Northern Division	49,853 00	44,423 00
4-12-32 Medical Examiner Service, Southern Division	27,897 00	24,513 00
4-12-33 Associate Medical Examiner Service, Northern Division	5,038 00	4,040 00
4-12-34 Associate Medical Examiner Service, Southern Division	5,038 00	4,040 00
OTHER		
4-12-41 Social Law Library	2,000 00	—
4-12-42 Mental Illness	60,000 00	—
MISCELLANEOUS		
4-13-75 Pensions and Annuities	200,000 00	—
GRAND TOTAL	\$8,122,780 00	\$6,125,590 00

UDGET

2	3	4	5	7	
CONTRACTUAL SERVICES	SUPPLIES AND MATERIALS	CURRENT CHARGES AND OBLIGATIONS	EQUIPMENT	STRUCTURES AND IMPROVEMENTS	SPECIAL APPROPRIATIONS
\$6,715 00	\$16,616 00	\$3,233 00	\$2,899 00		
84,400 00	49,359 00	750 00	1,440 00		
28,555 00	10,300 00	200 00	300 00		
18,700 00	92,000 00	1,000 00	2,250 00		
417 00	700 00	59 00	—		
35,350 00	394,300 00	7,141 00	10,800 00		
—	—	—	—	—	\$75,000 00
3,220 00	2,220 00	80 00	300 00		
1,480 00	2,235 00	—	3,500 00		
326,500 00	18,000 00	318 00	832 00		
267,350 00	9,040 00	225 00	2,000 00		
37,700 00	37,660 00	1,280 00	800 00		
6,850 00	1,000 00	375 00	236 00		
24,200 00	24,000 00	75 00	800 00		
16,200 00	165 00	293 00			
5,020 00	3,022 00	235 00	113 00		
2,950 00	3,000 00	128 00	200 00		
3,023 00	3,500 00	114 00	185 00		
3,600 00	2,000 00	279 00	345 00		
6,135 00	3,500 00	226 00	250 00		
15,650 00	18,115 00	757 00	1,180 00		
3,975 00	2,900 00	160 00	200 00		
1,350 00	4,030 00	90 00	450 00		
2,125 00	3,860 00	120 00	175 00		
3,945 00	1,475 00	10 00			
1,970 00	1,150 00	179 00	85 00		
865 00	125 00	8 00			
865 00	125 00	8 00			
—	2,000 00				
59,740 00	260 00				
—	—	—	—	—	200,000 00
\$968,850 00	\$706,657 00	\$17,343 00	\$29,340 00	—	\$275,000 00

INCOME

APPROPRIATION		TOTAL	I PERSONAL SERVICES
1-01-37	Collecting Division, Treasury Department (Water Service)	\$164,246 00	\$141,390 00
1-03-52	Automotive Division, Public Works Department (Water Service)	114,433 00	49,033 00
3-71-12	Water Service, Public Works Department	2,689,899 00	1,530,000 00
3-71-16	Pensions and Annuities	260,000 00	—
TOTAL		\$3,228,578 00	\$1,720,423 00

DEPARTMENTS BUDGET

2 CONTRACTUAL SERVICES	3 SUPPLIES AND MATERIALS	4 CURRENT CHARGES AND OBLIGATIONS	5 EQUIPMENT	7 STRUCTURES AND IMPROVEMENTS	SPECIAL APPROPRIATION
\$4,142 00	\$15,645 00	\$2,979 00	\$90 00		
7,000 00	26,000 00	2,250 00	30,150 00		
454,700 00	207,465 00	82,783 00	111,000 00	\$303,951 00	\$260,000 00
—	—	—	—	—	
\$465,842 00	\$249,110 00	\$88,012 00	\$141,240 00	\$303,951 00	\$260,000 00

PART II
DETAIL BY ORGANIZATION UNITS,
OBJECTS, AND PROGRAMS

CITY BUDGET

SUPPORTING DETAIL

MAYOR, OFFICE EXPENSES

1-01-11

The Mayor is the chief executive officer of the city. He appoints all heads of city departments and other city officials with the exception of those appointed by the Governor, namely, the Police Commissioner, Licensing Board, and Finance Commission. The annual budget, as well as subsequent appropriations and transfers, are prepared under his direction for submission to the City Council. He may submit to the Council in the form of an ordinance or loan order such recommendations as he may deem to be for the welfare of the city. He may disapprove any action of the Council, and, if said action involves the expenditure of money, the Mayor's action is final.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$105,772 95	\$107,587 61	\$105,278 00	\$165,424 00	\$165,424 00	
-Contractual Services . .	9,585 92	5,473 05	4,450 00	3,700 00	3,700 00	
-Supplies & Materials . .	7,283 48	8,833 03	6,500 00	5,400 00	5,400 00	
-Current Charges & Oblig's	35,911 56	26,843 55	15,000 00	15,000 00	15,000 00	
-Equipment	823 18	208 25	400 00	400 00	400 00	
TOTALS	\$159,377 09	\$148,945 49	\$131,628 00	\$189,924 00	\$189,924 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$72,000 00

C — PROGRAMS

1. EXECUTIVE

Formulates policies, coordinates municipal activities, recommends legislative action, and maintains liaison with heads of departments and boards.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1	\$20,000 00	\$1,400 00	\$1,500 00	\$13,440 00	\$300 00	\$36,640 00

Personal Services: Mayor.

Contractual Services: Messenger service, \$100.00; repairs and servicing of automotive equipment, \$500.00; travel expenses, \$800.00.

Supplies and Materials: Gas, oil, and accessories, \$1,000.00; postage and stationery, \$500.00.

Current Charges and Obligations: Flowers, trophies, photographs, and other expenses incidental to the welcome and reception of visitors to the city, \$9,650.00; association dues, newspaper and magazine subscriptions, \$2,990.00; auto storage and registration, \$800.00.

Equipment: Library books, \$300.00.

2. ADMINISTRATIVE AND GENERAL SERVICES

General clerical and stenographic services, including handling of correspondence, arranging appointments for interviews and conferences, and the operation of a telephone switchboard.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
21	\$136,782 00	\$2,050 00	\$3,000 00	\$1,500 00	\$100 00	\$143,432 00

Personal Services: 2 Administrative Assistants, Special Assistant, Aide, Public Information Secretary, Assistant Public Information Secretary, Special Assistant Public Information Secretary, Community Relations Advisor, Assistant Community Relations Advisor, Appointment Secretary, Supervisor of Complaints, 6 Assistant Secretaries, Telephone Operator, and 3 Clerical Employees. Overtime, \$6,939.00.

Contractual Services: Travel expenses for Mayor's office staff, \$150.00; mimeographing and other duplicating services, \$176.00; messenger and telegraph service, \$1,400.00; printing and binding, \$300.00; towel service, \$24.00.

Supplies and Materials: Postage, \$500.00; forms, cards, and stationery, \$2,500.00.

Current Charges and Obligations: Newspapers and magazines, \$1,500.

Equipment: Library books, \$100.00.

3. REGULATION AND ISSUANCE OF AMUSEMENT LICENSES

Issues licenses for all places of public amusement and sport fields, and, in conjunction with Massachusetts Division of Public Safety, regulates conduct of Sunday entertainments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
2	\$8,642 00	\$250 00	\$900 00	\$60 00	\$9,852 00

Personal Services: 2 Stenographers.

Contractual Services: Messenger and telegraph service, \$100.00; travel expenses, \$50.00; printing and binding, \$100.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$900.00.

Current Charges and Obligations: Premium on surety bonds, \$60.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Executive	1	\$20,000 00	\$1,400 00	\$1,500 00	\$13,440 00	\$300 00	\$36,640 00
2. Administrative and General Services	21	136,782 00	2,050 00	3,000 00	1,500 00	100 00	143,432 00
3. Regulation and Issuance of Amusement Licenses	2	8,642 00	250 00	900 00	60 00	—	9,852 00
TOTALS	24	\$165,424 00	\$3,700 00	\$5,400 00	\$15,000 00	\$400 00	\$189,924 00

MAYOR, SPECIAL ACTIVITIES

CONVENTIONS AND ENTERTAINMENT OF DISTINGUISHED GUESTS

1-01-94

As provided by the General Laws, a sum not in excess of \$100,000.00 may be appropriated for providing proper facilities for public entertainment in connection with the holding of conventions, for paying expenses incidental to such entertainment, and for the entertainment of distinguished guests.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation:						
Conventions & Entertainment of Distinguished Guests	\$89,150 17	\$95,166 17	\$85,000 00	\$30,000 00	\$30,000 00	

ESTIMATED EXPENSES

Anticipated allocation for entertaining distinguished guests	\$10,000 00
Welcome signs and decorations	5,000 00
Advertising for conventions	5,000 00
Maps — I Like Boston	10,000 00
TOTAL	\$30,000 00

PUBLIC CELEBRATIONS

1-01-95

As provided by the General Laws, the City Council may by a two-thirds vote appropriate money for the celebration of holidays and for other like public purposes. The programs and details for all public city functions are arranged by the Public Celebrations Division of the Mayor's Office.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation:						
Public Celebrations	\$132,742 28	\$139,911 87	\$120,000 00	\$80,000 00	\$80,000 00	

ESTIMATED EXPENSES

Salaries: Director, and Clerical Employees	\$11,379 00
Major Celebrations:	
March 17, Evacuation Day	\$5,500 00
June 17, Bunker Hill Day	6,500 00
July 4, Independence Day	15,000 00
October 12, Columbus Day	4,500 00
Christmas Festival	7,500 00
Arts Festival	15,000 00
Band Concerts (Summer)	7,000 00
Total Major Celebrations	61,000 00
Special Observances	7,621 00
TOTAL	\$80,000 00

U. S. BOND ALLOTMENT PLAN

1-13-77

Deductions are made from the salary of employees for the purchase of United States Savings Bonds. The expense of recording the deductions made and arranging for the delivery of the bonds are covered by this appropriation.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: United States Bond Allot- ment Plan	\$23,473 72	\$22,886 30	\$22,900 00	\$25,893 00	\$25,893 00	

ESTIMATED EXPENSES

Salaries: 8 Clerical Employees	\$25,179 00
Cleaning	50 00
Forms, cards, and stationery	600 00
Premiums on surety bonds	64 00
TOTAL	\$25,893 00

COMMITTEE FOR CIVIC IMPROVEMENT AND JUVENILE DELINQUENCY

1-13-78

The Committee for Civic Improvement and Juvenile Delinquency seeks to coordinate the work of all Boston and Greater Boston public and private agencies that are striving to reduce the causes of race friction; espouses methods of discouraging vandalism on the part of juvenile offenders; and fosters an educational program that will lead to more harmonious relations among the people regardless of race, religion, color, or national origin.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Committee for Civic Improve- ment and Juvenile Delinquency	\$11,861 24	\$11,864 95	\$11,900 00	\$13,516 00	\$13,516 00	

ESTIMATED EXPENSES

Salary: Executive Secretary and Clerk	\$12,641 00
Communications, printing, and binding, travel expense	575 00
Office and other supplies	250 00
Library books	50 00
TOTAL	\$13,516 00

CITY COUNCIL

1-01-12

The City Council is the legislative body of the city. The Councillors are elected at large and serve for a two-year term. They elect annually a president who presides at meetings, appoints all committees, and serves as Acting Mayor when the Mayor is absent from the city or unable from any cause to perform his duties.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$127,522 33	\$125,626 89	\$128,730 00	\$136,080 00	\$134,111 00	
Contractual Services . .	9,201 44	6,638 74	7,830 00	9,255 00	9,255 00	
Supplies & Materials . .	3,713 30	4,774 68	4,115 00	4,760 00	4,760 00	
Current Charges & Oblig's	224 38	267 65	275 00	275 00	275 00	
Equipment	636 22	1,292 03	690 00	1,175 00	1,175 00	
TOTALS	\$141,297 67	\$138,599 99	\$141,640 00	\$151,545 00	\$149,576 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAMS

1. CONSIDERATION AND ADOPTION OF LEGISLATIVE MEASURES

Personal Services No.	Amount	Contractual Services	Total
9	\$45,000 00	\$7,600 00	\$52,600 00

Personal Services: 9 Councillors.

Contractual Services: Advertising public hearings, \$2,400.00; stenographic services at public hearings, \$5,200.00.

2. ADMINISTRATIVE AND GENERAL SERVICES

Supervises Council attachés, controls expenditures, distributes city documents, records committee actions, and provides secretarial assistance to Council members.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	\$89,111 00	\$1,655 00	\$4,760 00	\$275 00	\$1,175 00	\$96,976 00

Personal Services: City Messenger, Assistant City Messenger, Clerk of Committees and 2 Assistant Clerks of Committees, Document Clerk, Librarian Archivist, Stenographer and Clerk, Chaplain: *7 Police Officers receive \$200.00 per annum extra for special duty; *8 Temporary clerical employees to assist the Councillors in the performance of their duties, \$36,740.00.

Contractual Services: Messenger and telegraph service, \$875.00; servicing of office equipment, \$100.00; transportation for inspection tours, \$100.00; towel service, \$180.00; binding city documents, \$100.00; portrait of Councillors, \$300.00.

Supplies and Materials: Household supplies, \$75.00; postage, \$1,500.00; forms, cards, and stationery, \$3,000.00; general operating supplies, \$185.00.

Current Charges and Obligations: News clipping service, \$275.00.

Equipment: Library books, \$250.00; furniture, \$700.00, Miscellaneous \$225.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Consideration and Adoption of Legislative Measures	9	\$45,000 00	\$7,600 00	—	—	—	\$52,600 00
Administrative and General Services	9	89,111 00	1,655 00	\$4,760 00	\$275 00	\$1,175 00	96,976 00
TOTALS	18	\$134,111 00	\$9,255 00	\$4,760 00	\$275 00	\$1,175 00	\$149,576 00

* Not included in permanent quota.

CITY COUNCIL PROCEEDINGS

1-01-13

All proceedings of the City Council at its regular and special meetings are recorded in shorthand, transcribed and subsequently indexed, printed, and bound in a permanent document.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
2—Contractual Services . . .	\$18,022 03	\$22,168 75	\$20,000 00	\$20,000 00	\$20,000 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAM

1. RECORDING, INDEXING AND PRINTING OF CITY COUNCIL MEETINGS

Contractual Services: Reporting and indexing, \$6,500.00; printing and binding, \$13,500.00.

ELECTION DEPARTMENT

1-01-21

The Election Department maintains a system of permanent registration of persons eligible to vote in the city, state, and national elections. It is responsible for the conduct of elections and the certification of election results. The examination of prospective jurors and the certification of jury lists are also functions of this department. There will be three functions in 1960; viz., the Presidential Primaries to be held in April, and the State Primaries in September, and the State and Presidential Election to be held in November. Special Primaries and Special Elections will be held in Wards 20 and 22 for State Senators — dates have not yet been announced.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$315,169 61	\$323,275 00	\$325,000 00	\$427,461 00	\$402,953 00	
-Contractual Services . . .	118,597 72	75,332 12	77,085 00	92,205 00	82,215 00	
-Supplies & Materials . . .	12,210 98	16,640 40	17,950 00	26,000 00	21,450 00	
-Current Charges & Oblig's	3,508 00	3,646 50	3,900 00	6,125 00	6,000 00	
-Equipment	90 00	282 00	300 00	700 00	450 00	
TOTALS	\$449,576 31	\$419,176 02	\$424,235 00	\$552,491 00	\$513,068 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960	\$1,150 00
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative supervision and direction of department; provides general financial and clerical services, and furnishes information to the public.

Personal Services No.	Amount	Contractual Services	Equipment	Total
9	\$57,000 00	\$25 00	\$100 00	\$57,125 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Chairman, 3 Commissioners, Executive Secretary, Assistant Executive Secretary, Assistant Registrar of Voters.

Information Section: Head Clerk, Senior Assistant Registrar of Voters.

Contractual Services: Servicing of office equipment, \$25.00.

Equipment: Library books, \$100.00.

2. CONDUCT OF ELECTIONS, INCLUDING REGISTRATION OF VOTERS, PREPARATION OF VOTING LISTS, AND CHECKING NOMINATIONS

The permanent register of voters is maintained by this division, nominating papers are checked, arrangements for the various elections are made, voting and jury lists are prepared, the elections are conducted, and the results are tabulated. Estimated statistics for 1960 with respect to these operations are 329,000 voters on register; 30,000 notices to voters dropped from voting list; 20,000 transfers in registrations during year; 2,000 nomination papers received; 50,000 signatures on nominating papers test-checked to register; and 12,000 prospective jurors interviewed.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
31	\$306,953 00	\$71,650 00	\$20,350 00	\$6,000 00	\$404,953 00

Personal Services: Head Assistant Registrar of Voters, 2 Principal Assistant Registrars of Voters, 7 Senior Assistant Registrars of Voters, Assistant Registrar of Voters and Jury Investigator, Assistant Registrar of Voters and Ballot Box Repairman, 19 Assistant Registrars of Voters.

Temporary Employees needed to assist in the preparation for and the conduct of elections: 278 Wardens, 3 days; 278 Clerks, 3 days; 1,112 Inspectors, 3 days; 100 Custodians, private buildings, 3 days; 66 Assistant Registrars, 20 nights each; 30 Assistant Registrars, 20 weeks each. Special Election Total, \$136,920.00.

Overtime compensation for services required in excess of regular working hours in connection with checking of nomination papers, evening registrations, demonstration of voting machines, and recounts, \$20,000.00.

Contractual Services: Lighting service for schools and voting booths, \$2,450.00; transportation of persons for registration and voting, \$200.00; printing voting list, \$60,000.00; printing authority slips, \$4,000.00; advertising, \$1,000.00; miscellaneous printing, binding, \$2,000.00; delivery of election equipment, \$2,000.00.

Supplies and Materials: Food for employees working nights at 3 functions, \$300.00; postage, forms, cards, and stationery and miscellaneous election supplies for the 3 functions, \$20,000.00. General operating supplies and materials, \$50.00.

Current Charges and Obligations: Rentals of private buildings and land for registration and voting, \$6,000.00.

Election Department — Continued

3. CARE AND MAINTENANCE OF VOTING MACHINES

The 1,418 voting machines owned by the city are prepared for elections by this division. Between elections all of the machines are stored under the care of this division in city-owned buildings. Minor adjustments and repairs are made to machines by this group. A storehouse with a floor area of 12,000 square feet is maintained for election records and minor records.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
6	\$39,000 00	\$10,540 00	\$1,100 00	\$350 00	\$50,990 00

Personal Services: Chief Voting Machine Custodian, 2 Voting Machine Custodians, Assistant Registrar of Voters, Carpenter, Electrician. Overtime for setting up of voting machines, \$10,000.00.

Contractual Services: Telephone service for Voting Machine Storehouse on election days, \$140.00; servicing of automotive equipment, \$250.00; trucking of voting machines, \$10,000.00; lighting for storehouse, \$50.00; repairs and maintenance of storehouse, \$100.00.

Supplies and Materials: Gas, oil, tires, and tubes for truck and carry-all, \$250.00; repair parts, tools, and supplies for voting machines, \$750.00; heating supplies for storehouse, \$100.00.

Equipment: Electric motors for voting machines, \$350.00.

D — PROGRAM SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services .	9	\$57,000 00	\$25 00	—	—	\$100 00	\$57,125 00
2. Conduct of Elections, Including Registration of Voters, Preparation of Voting Lists, and Checking Nominations	31	306,953 00	71,650 00	\$20,350 00	\$6,000 00	—	404,953 00
3. Care and Maintenance of Voting Machines	6	39,000 00	10,540 00	1,100 00	—	350 00	50,990 00
TOTALS	46	\$402,953 00	\$82,215 00	\$21,450 00	\$6,000 00	\$450 00	\$513,068 00

AUDITING DEPARTMENT

1-01-31

The Auditing Department is responsible for the examination and audit prior to payment of all claims against the City of Boston and County of Suffolk, except for debt service and court orders which are post-audited and for the maintenance of accounts necessary to record the financial operations of the city and county. The department is also responsible for prescribing the form of the accounts maintained by city departments and of making such audits as may be desired by the City Auditor.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services	\$305,999 89	\$326,745 37	\$333,000 00	\$367,399 00	\$341,200 00	
—Contractual Services . . .	9,674 21	11,746 20	11,125 00	12,180 00	10,985 00	
—Supplies & Materials . . .	16,693 73	17,729 26	18,725 00	21,117 00	18,725 00	
—Current Charges & Oblig's	753 00	11,667 76	23,619 00	24,579 00	24,579 00	
—Equipment	430 29	3,581 86	229 00	229 00	149 00	
TOTALS	\$333,551 12	\$371,470 45	\$386,698 00	\$425,504 00	\$395,638 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL ACCOUNTING SERVICES

General supervision and direction of departmental activities; maintains general accounting records of receipts and expenditures, accounts receivable and appropriations; prepares monthly financial statements and a comprehensive annual report of the city's finances; audits departmental accounts; maintains complete record of funded debt; performs functions of the department pertaining to awarding of contracts and safekeeping of employees' bonds and insurance policies of the city and county. Maintains 200 ledger accounts, 300 accounts receivable ledger accounts, and 350 appropriation ledger accounts.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
15	\$94,000 00	\$1,420 00	\$700 00	\$803 00	\$149 00	\$97,072 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: City Auditor, Deputy City Auditor, Assistant City Auditor, Principal Accountant, and Principal Clerk and Secretary.

Bookkeeping Section: Principal Accountant, Principal Account Examiner, and Principal Accounting Machine Operator.

Post-Audit Section: Principal and 1 Senior Accountant, and 3 Principal Account Examiners.

Contract and Debt Section: 2 Senior Accountants.

Overtime, \$1,000.

Contractual Services: Servicing of office equipment, \$400.00; attendance at conventions of Municipal Finance Officers, \$700.00; coat service for office personnel, \$70.00; printing and binding, \$250.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$700.00.

Current Charges and Obligations: Dues and subscriptions, \$383.00; premium on surety bonds, \$420.00.

Equipment: Library books, \$149.00.

2. CONTROL OF BUDGETARY ACCOUNTS

Maintains budgetary accounting control of every appropriation, pre-audits purchase orders and service orders to assure that expenditures and budget account codings are correct and particularly that funds are available for their payment; determines that funds are available for payment of all contracts. Maintains 900 accounts for budgetary accounting control.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
12	\$58,000 00	\$300 00	\$3,000 00	\$61,300 00

Personal Services: Principal Accountant, Assistant Principal Accountant, 3 Senior Accountants, Principal Accounting Machine Operator, and 6 Clerical Employees. Overtime, \$2,000.00.

Contractual Services: Service on two Burroughs Sensimatic accounting machines and other office equipment, \$300.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,000.00.

Auditing Department — Continued

3. PRE-AUDIT AND PROCESSING OF INVOICES AND SPECIAL DRAFTS

Pre-audits invoices and special drafts to assure that bills are properly incurred, that funds have been appropriated in sufficient amount to pay the bill, that clerical computations are correct, and that there is a certificate thereon that the work done or goods delivered are satisfactory and in accordance with specifications, and that the department head approve payment; audited invoices are grouped, control totals obtained, and copies routed to the tabulation section, department concerned, Treasurer's Office, and disbursement section; 130,000 invoices and 3,500 contract payments are audited annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
14	\$69,000 00	\$150 00	\$700 00	\$69,850 00

Personal Services: Performance under this program is divided among the following sections:

Examining Section: 3 Senior Accountants, 5 Principal Account Examiners, Vault Attendant, and 2 Principal Clerks.

Control Section: Senior Accountant, Principal Clerk, and 1 Clerical Employee.

Overtime, \$2,000.00.

Contractual Services: Servicing of office equipment, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$700.00.

4. PRE-AUDIT AND PROCESSING PAYROLLS

Preliminary payrolls are prepared on tabulating machines and sent to departments. Payrolls submitted by departments are pre-audited; the application of sick and vacation leave is supervised; Blue Cross, Union dues, and Credit Union deductions are balanced monthly and checked to the respective invoices; final payrolls and checks are prepared on tabulating machine equipment. Approximately 28,000 payrolls are processed per year.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
28	\$120,200 00	\$9,115 00	\$14,325 00	\$23,776 00	\$167,416 00

Personal Services: Performance under this program is divided among the following sections:

Payroll Section: 2 Principal Accountants, 5 Principal Account Examiners, 4 Principal Clerks, and 1 Clerical Employee.

Tabulating Section: Principal Accountant, Assistant Supervisor of Statistical Machines, Principal Account Examiner, 4 Principal Statistical

Machine Operators, 3 Senior Statistical Machine Operators, and 6 Statistical Machine Operators. Overtime, \$3,000.00.

Contractual Services: Messenger services, \$450.00; repair and maintenance of 20 tabulating machines and Recordak equipment, \$8,650.00; binding records, \$15.00.

Supplies and Materials: Tabulating cards, stock paper, and stationery, \$13,800; 200 rolls Recordak film, \$525.00.

Current Charges and Obligations: Rental of office machines, \$23,776.00.

D — PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Accounting Services	15	\$94,000 00	\$1,420 00	\$700 00	\$803 00	\$149 00	\$97,072 00
2. Control of Budgetary Accounts	12	58,000 00	300 00	3,000 00	—	—	61,300 00
3. Pre-Audit and Processing of Invoices and Special Drafts	14	69,000 00	150 00	700 00	—	—	69,850 00
4. Pre-Audit and Processing Payrolls	28	120,200 00	9,115 00	14,325 00	23,776 00	—	167,416 00
TOTALS	69	\$341,200 00	\$10,985 00	\$18,725 00	\$24,579 00	\$149 00	\$395,638 00

ASSESSING DEPARTMENT

1-01-36

The Assessing Department is responsible for the assessment of real and personal property within the City of Boston, upon a fair cash value as provided in the General Laws. It is further obligated to assess poll taxes upon the male residents of the city over the age of twenty years, and to levy an excise tax upon motor vehicles. The department also has the duty of adding to the assessment rolls the amounts of special assessments for improvements determined by the Public Improvement Commission and other tax items.

The Board of Review of the department considers the applications of property owners for the abatement of assessments made.

A—BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$595,611 18	\$595,335 40	\$650,000 00	\$729,037 00	\$682,180 00	
—Contractual Services . .	44,694 49	55,399 29	45,046 00	77,483 00	60,340 00	
—Supplies & Materials . .	14,767 38	15,757 95	16,950 00	27,724 00	16,950 00	
—Current Charges & Oblig's	1,636 70	1,825 34	1,824 00	2,176 00	2,114 00	
—Equipment	1,136 00	575 35	2,100 00	6,808 00	600 00	
TOTALS	\$657,845 75	\$668,893 33	\$715,920 00	\$843,228 00	\$762,184 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$1,000 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities; provides financial and clerical services and furnishes information to the public. By revision of the ordinances of the City of Boston, Chapter 40A, effective December 1, 1956, the Assessing Department, for the first time in its history, is required to make certain cash payment charges to the general public for certification of various records affecting persons and property within the city.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$70,000 00	\$2,500 00	\$5,000 00	\$15 00	\$60 00	\$77,575 00

Personal Services: Assessor, Temporary Executive Director, Executive Secretary, Head Administrative Clerk, and 6 Clerical Employees.
Contractual Services: Repair and maintenance of office machines, \$160.00; Convention of Assessing Officers, \$300.00; carfare, \$40.00; advertising notice to taxpayers, \$250.00; printing and binding, \$1,450.00; mimeographing service, \$300.00.
Supplies and Materials: Postage, \$3,900.00; forms, cards, and stationery, \$1,100.00.
Current Charges and Obligations: Dues and subscriptions, \$15.00.
Equipment: Library books, \$60.00.

2. ASSESSMENT OF REAL AND PERSONAL PROPERTY

Assesses 114,000 parcels of real property and 18,000 personal property items at a fair cash value as of January 1 of each year; prepares statistical data; conducts field examinations of all properties, makes 3,000 court examinations, and handles 9,000 applications for abatements; a new multiple year field record and master office record, parcel by parcel throughout the city, on both real and personal property, makes it necessary for field staff to submit to the Board of Assessors a more comprehensive and detailed report of differences in valuation and description of property over the previous year in order to perpetuate annual field information observed; maintains a permanent record showing changes in valuation, title changes, betterment assessments, unpaid water bills, alteration, repair, and new construction permits; 235,000 poll tax items are checked to eliminate all but eligible males; records of real estate titles are examined at the Registry of Deeds and lists of title changes are prepared; 1,800 maps are maintained, showing block and lot data.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
78	\$405,180 00	\$4,000 00	\$2,250 00	\$200 00	\$540 00	\$412,170 00

Personal Services: Performance under this program is divided among the following sections:
Assessment Section: 5 Deputy Assessors, Research Assessor, Head Clerk, 33 Assistant Assessors (part time), 12 Assistant Assessors (full time).
Real Property Section: Tax Title Supervisor, Reassessment Supervisor and 14 Clerical Employees.
Personal Property Section: Chief of Personal Property Tax Division, Clerical Employee.
Registry Research Section: Title Examiner, and 3 Clerical Employees.
Engineering Section: Senior Appraisal Engineer, Assistant Civil Engineer, and 2 Senior Engineering Aids.
Contractual Services: Binding records, \$2,560.00; maps and plans, \$1,440.00.
Supplies and Materials: Forms, cards, and stationery, \$2,000.00; engineering supplies, \$250.00.
Current Charges and Obligations: Dues and subscriptions (Appraisers' Weekly), \$200.00.
Equipment: Library books, \$540.00.

Assessing Department — Continued

3. MOTOR VEHICLE TAX ASSESSMENT AND ADJUSTMENT

Prepares data for 225,000 bills to owners of motor vehicles for excise taxes from registration cards received from the Commonwealth; 20,000 abatement requests are processed annually. Due to the effort of the Board of Assessors to process abatements of motor vehicles originally assessed because of sale, or transfer, or other illegality, there is constant processing of these applications in this division so that adjustment in the original tax may be progressively in the hands of the person assessed.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	\$27,000 00	\$1,000 00	\$800 00	\$25 00	\$28,825 00

Personal Services: Motor Excise Tax Supervisor and 5 Clerical Employees.

Contractual Services: Printing motor vehicle cards, \$900.00; binding motor vehicle lists and valuations, \$100.00.

Supplies and Materials: Abatement certificates, \$82.00; forms, cards and stationery, \$718.00.

Current Charges and Obligations: Motor vehicle manuals, \$25.00.

4. REVIEW AND DETERMINATION OF ASSESSMENT APPEALS

The Board of Review acts on applications for abatement of assessments on real and personal property. Approximately 9,000 applications on real property and 4,000 applications on personal property are received annually. Approximately 9,500 applications for abatement because of exemption for 10 per cent disabled veterans, widows, aged, and indigent are processed annually. An accelerated program of analysis of applications for abatement before the Board of Review in the first instance or of subsequent appeals to the Appellate Tax Board makes necessary a daily conference between members of the Board of Review, assistant assessors in the field and deputy assessors, so that a collaborated opinion of fair valuation may be arrived at to justify abatements granted. General clerical services are performed for the Board of Review and record made of abatements allowed by the Board and by the Appellate Tax Board.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
16	\$85,000 00	\$38,040 00	\$1,200 00	\$124,240 00

Personal Services: Chairman and 1 Member of Board of Review, Supervisor of Files and Appeals, Chief Abatement Clerk, and 12 Clerical Employees.

Contractual Services: Servicing office equipment, \$40.00; professional appraisal services and expert testimony before Appellate Tax Board, \$37,175.00; binding, \$250.00; duplicating services, \$575.00.

Supplies and Materials: Forms, cards, and stationery, \$1,200.00.

5. PREPARATION OF TAX BILLS AND COLLECTOR'S COMMITMENTS

Computes and prepares 105,000 real estate tax bills with tabulating equipment and prints the tax roll; in addition 18,000 personal property, 225,000 auto excise tax, 235,000 poll tax bills, and 55,000 abatement forms are prepared. Prepares 132,000 original field records on real and personal property; punched cards are corrected annually to make ownership and valuations current. Since the operation of the Equalization Survey in 1956, the tabulating division of the department is required to furnish abstracts, in whole or in part, of the real estate punched cards throughout the city together with necessary indices in order to facilitate the survey program.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
23	\$95,000 00	\$14,800 00	\$7,700 00	\$1,874 00	\$119,374 00

Personal Services: Chief of Tabulating Division, 21 Statistical Machine Operators, and an Office Appliance Maintenance Man. Overtime, \$5,000.00.

Contractual Services: Contract maintenance, \$9,800.00; freight, \$150.00; printing of poll-tax bills, \$4,850.00.

Supplies and Materials: Bill forms, cards and stationery, \$7,700.00.

Current Charges and Obligations: Rental of collator, \$1,500.00; miscellaneous rentals, \$374.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	10	\$70,000 00	\$2,500 00	\$5,000 00	\$15 00	\$60 00	\$77,575
2. Assessment of Real and Personal Property	78	405,180 00	4,000 00	2,250 00	200 00	540 00	412,170
3. Motor Vehicle Tax Assessment and Adjustment	6	27,000 00	1,000 00	800 00	25 00	—	28,825
4. Review and Determination of Assessment Appeals	16	85,000 00	38,040 00	1,200 00	—	—	124,240
5. Preparation of Tax Bills and Collector's Commitments	23	95,000 00	14,800 00	7,700 00	1,874 00	—	119,374
TOTALS	133	\$682,180 00	\$60,340 00	\$16,950 00	\$2,114 00	\$600 00	\$762,184

COLLECTING DIVISION, TREASURY DEPARTMENT

1-01-37

The Collecting Division of the Treasury Department is responsible for the maintenance of records of taxes, assessments, and claims due the city and for collection of the amounts due. The division has custody of other monies payable to the city or county, and maintains a public information service regarding the tax status of properties.

The amounts collected by the division total over \$185,000,000.00 annually. The Collecting Division also operates Central Mailing Unit.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$211,917 27	\$220,428 36	\$211,998 00	\$237,306 00	\$209,900 00	
—Contractual Services . . .	11,744 95	11,417 67	12,602 00	15,984 00	12,340 00	
—Supplies & Materials . . .	39,914 98	43,728 12	41,110 00	45,262 00	39,140 00	
—Current Charges & Oblig's . . .	5,781 07	6,384 07	8,797 00	7,689 00	7,689 00	
—Equipment	1,108 52	685 47	690 00	973 00	550 00	
TOTALS	\$270,466 79	\$282,643 69	\$275,197 00	\$307,214 00	\$269,619 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$74,140 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities, reconciles tellers' daily receipts with tabulating section reports, provides information service for the public on tax status of properties, operates the Central Mailing Unit, and provides general clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
6	\$32,000 00	\$42 00	\$345 00	\$1,980 00	\$42 00	\$34,409 00

Personal Services: Assistant Collector-Treasurer, Deputy Collector-Cashier, Head Administrative Clerk, and 3 Clerical Employees.

Contractual Services: Servicing of calculator, \$42.00.

Supplies and Materials: Forms, cards, and stationery, \$300.00; slogan inserts for mailing machine, \$45.00.

Current Charges and Obligations: Premiums on surety bonds, \$1,980.00.

Equipment: Annotated laws, \$42.00.

2. COLLECTION OF TAXES, ASSESSMENTS, AND OTHER CLAIMS

Prepares for mailing real estate, personal, poll, and excise tax bills, demands, and delinquent notices; posts payments on assessed accounts; receives and gives receipts for monies paid to or for the use of the city or county; computes refunds on abatements; prepares daily record of cash receipts on tabulating machine equipment; maintains control accounts; prepares reports of collections and requests for cancellation of automobile registration for nonpayment of excise taxes.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
33	\$167,900 00	\$4,098 00	\$37,995 00	\$5,669 00	\$508 00	\$216,170 00

Personal Services: Performance under this program is divided among the following sections:

Accounting Section: Principal Accountant, Senior Accountant, and Principal Account Clerk.

Deputies Section: Supervising Deputy Collector and 12 Deputy Collectors.

Tellers Section: Head Teller and 5 Tellers.

Abatement Section: Abatement Supervisor.

Tabulating Section: Supervisor, Senior, and 5 Statistical Machine Operators.

Motor Vehicle Cancellation Section: 1 Clerical Employee.

Special Assessment Section: Accountant and Principal Account Clerk.

Central Mailing Unit Section: 1 Clerical Employee.

Temporary Employees Section: 7 Statistical Machine Operators for 10 weeks during annual tax rush, \$4,000.00.

Overtime Section: Auditing Project, \$3,800.00; during annual tax rush, \$1,200.00. Total, \$5,000.00.

Contractual Services: Maintenance of tabulators, sorters, interpreter and punch machines, \$2,618; travel expenses for deputies to wards and outside stations, \$230.00; binding manuscripts, cash books, etc., \$1,100.00; freight on rented tabulating machines, \$150.00.

Supplies and Materials: Bill forms, cards, and stationery, \$37,900.00; microfilm, \$95.00.

Current Charges and Obligations: Subscriptions, \$140.00; premiums on surety bonds, \$1,360.00; rental of machines, \$4,169.00.

Equipment: City directories, \$508.00.

Collecting Division, Treasury Department — Continued

3. ESTABLISHING TAX TITLES ON REAL ESTATE

Prepares city liens on properties for unpaid real estate taxes, prepares tax sale advertisements, and records titles in the Registry of Deeds of properties acquired by the city.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
2	\$10,000 00	\$8,200 00	\$800 00	\$40 00	\$19,040 00

Personal Services: Tax Title Supervisor and 1 Clerical Employee.

Contractual Services: Advertising in *City Record* for tax title takings, \$5,000.00; recording at Registry of Deeds, \$2,900.00; typing deeds, \$300.00.

Supplies and Materials: Forms, cards, and stationery, \$800.00.

Current Charges and Obligations: Premiums on surety bonds, \$40.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services .	6	\$32,000 00	\$42 00	\$345 00	\$1,980 00	\$42 00	\$34,409 00
2. Collection of Taxes, Assessments and Other Claims	33	167,900 00	4,098 00	37,995 00	5,669 00	508 00	216,170 00
3. Establishing Tax Titles on Real Estate	2	10,000 00	8,200 00	800 00	40 00	—	19,040 00
TOTALS	41	\$209,900 00	\$12,340 00	\$39,140 00	\$7,689 00	\$550 00	\$269,619 00

TREASURY DIVISION, TREASURY DEPARTMENT

1-01-38

The Treasury Division has the responsibility for the care and custody of the current funds of the city and county for all monies, properties, and securities placed in its charge by any statute, gift, devise, bequest, or deposit, and pays dited bills and demands against the city.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services	\$171,175 76	\$170,519 64	\$181,100 00	\$200,856 00	\$187,300 00	
Contractual Services	19,701 27	19,955 01	19,950 00	27,070 00	26,895 00	
Supplies & Materials	31,462 39	13,717 00	13,700 00	15,950 00	13,700 00	
Current Charges & Oblig's	9,357 76	14,168 46	44,398 00	47,451 00	47,451 00	
Equipment	100 00	994 00	2,691 00	2,541 00	416 00	
TOTALS	\$231,797 18	\$219,354 11	\$261,839 00	\$293,868 00	\$275,762 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960	\$150 00
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C — PROGRAMS

1. ADMINISTRATIVE, ACCOUNTING, AND GENERAL SERVICES

General supervision and direction of activities; keeps detailed records of city and county debt accounts, including 5 trust funds totaling \$24,000,000.00 and 27 sinking funds; issues debt of the city; pays interest and redeems debt when e; prepares checks on discount drafts, signs and distributes checks on regular drafts, prepares and distributes checks on diers' relief and pension rolls.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
17	\$80,000 00	\$3,475 00	\$2,000 00	\$4,407 00	\$416 00	\$90,298 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Collector-Treasurer and First Assistant.

Bookkeeping Section: Principal Accountant, 2 Paymasters, and Clerical Employee.

General Services Section: Head Clerk, and 10 Clerical Employees.

Contractual Services: Telegraph services to New York City, \$125.00; servicing of office equipment, \$50.00; expenses of delivery of temporary loan notes to New York City, \$900.00; cleaning office coats, \$325.00; freight charges, \$25.00; binding records, \$100.00; transporting deposits to bank, \$1,950.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.

Current Charges and Obligations: Dues and subscriptions, \$44.00; safety deposit boxes, \$650.00; premiums on surety bonds, \$2,025.00; robbery and safe burglary policy, \$1,688.00.

Equipment: City directory, bond value tables, investors' service, advance sheets of supplement to General Laws, \$416.00.

2. PAYMENT OF CITY AND COUNTY EMPLOYEES

Receives from City Auditor approximately 1,000,000 payroll checks annually for signature and distribution; 16,000 employees are paid weekly by check; issues checks to paymasters for cash payments to be made, makes payment in cash to 000 employees weekly at various locations throughout the city; reconciles payroll deductions with amounts paid to organiza-ns concerned; reconciles 54 accounts of the city.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
13	\$66,900 00	\$18,620 00	\$7,200 00	\$2,208 00	\$94,928 00

Contractual Services: Performance under this program is divided among the following sections:

Payroll Section: Principal Accountant, County Paymaster, Senior Accountant, 6 Paymaster-clerks, and a paymaster.

Account Reconciliation Section: Second Assistant Collector-Treasurer, Principal Account Clerk, and 1 Clerical Employee. Overtime, \$700.00.

Contractual Services: Servicing of office equipment, \$150.00; transportation for paymasters, \$16,520.00; delivery of funds to paymasters, \$1,950.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$7,200.00.

Current Charges and Obligations: Robbery and burglary insurance, \$704.00; premiums on surety bonds, \$1,504.00.

Treasury Division, Treasury Department — Continued

3. PAYMENT OF OTHER CITY AND COUNTY OBLIGATIONS

Prepares checks and makes delivery over-the-counter for payment of special drafts, refunds and court execution receives coupons from banks and issues checks in payment thereof; maintains interest accounts and prepares checks registered bonds.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$15,400 00	\$150 00	\$4,000 00	\$160 00	\$19,710 00

Personal Services: Head Bond and Interest Teller, Paymaster, and Principal Account Clerk. Overtime, \$400.00.

Contractual Services: Servicing of office equipment, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$4,000.00.

Current Charges and Obligations: Premiums on surety bonds, \$160.00;

4. CONTROL OF TAX TITLE PROPERTIES

Establishes accounts for land advertised for sale for delinquent taxes, keeps record of foreclosed property, receives payments on tax title properties and sale of foreclosed parcels. Approximately 4,300 tax title and 3,000 foreclosed accounts are maintained and 4,800 payments posted annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	\$25,000 00	\$4,650 00	\$500 00	\$40,676 00	\$70,826 00

Personal Services: Chief of Tax Title Division, and 2 Tax Title Tellers, 3 clerical employees.

Contractual Services: Servicing of office equipment, \$50.00; binding, \$100.00; expenses of examination, sheriff fees of tax title cases, \$4,500.

Supplies and Materials: Postage, cards, forms, and stationery, \$500.00.

Current Charges and Obligations: Premiums on surety bonds, \$176.00; Land Court fees for foreclosure of Tax Title Properties (Section 5 Chap. 60, Gen. Laws) \$40,500.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative, Accounting and General Services	17	\$80,000 00	\$3,475 00	\$2,000 00	\$4,407 00	\$416 00	\$90,298
2. Payment of City and County Employees	13	66,900 00	18,620 00	7,200 00	2,208 00	—	94,928
3. Payment of Other City and County Obligations	3	15,400 00	150 00	4,000 00	160 00	—	19,710
4. Control of Tax Title Properties	6	25,000 00	4,650 00	500 00	40,676 00	—	70,826
TOTALS	39	\$187,300 00	\$26,895 00	\$13,700 00	\$47,451 00	\$416 00	\$275,762

BOARD OF COMMISSIONERS OF SINKING FUNDS, TREASURY DEPARTMENT

1-01-39

The Board of Commissioners of Sinking Funds, consisting of six unpaid members, two of whom are appointed annually by the Mayor for a term of three years, is charged with the responsibility for the investment and reinvestment of funds deposited in sinking funds to provide for the redemption of city debt.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$2,199 96	\$2,199 96	\$2,200 00	\$2,200 00	\$2,200 00	
Supplies & Materials . .	180 00	295 00	300 00	400 00	300 00	
Current Charges & Oblig's	150 00	150 00	150 00	150 00	150 00	
TOTALS . . .	\$2,529 96	\$2,644 96	\$2,650 00	\$2,750 00	\$2,650 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAMS

1. SUPERVISING INVESTMENT OF SINKING FUNDS

Personal Services No.	Amount	Supplies Materials	Current Charges	Total
2	\$2,200 00	\$300 00	\$150 00	\$2,650 00

Personal Services: Collector-Treasurer, First Assistant Collector-Treasurer.

Supplies and Materials: Forms and stationery, \$300.00.

Current Charges and Obligations: Rent of safety deposit vault for securities, \$150.00.

ADMINISTRATIVE SERVICES DEPARTMENT

1-01-40

The Administrative Services Department represents a combination of the key management functions of budget, personnel, purchasing, and financial administration. It is under the charge of a board, called the Administrative Services Board, consisting of the Director of Administrative Services as chairman, Supervisor of Budgets, the Supervisor of Personnel, the Purchasing Agent, and the Collector-Treasurer and City Auditor and Assessor of Taxes, ex officio. It is the duty of the board to make, under the Mayor, studies and recommendations with respect to the organization, activities, policies, and procedures of all departments, boards, and officers so that the administration thereof shall be economical and efficient.

The department's activities are carried on by eight divisions, and a summary of the divisional appropriations is given below:

Title	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Administrative Division . .	\$37,369 10	\$46,220 28	\$45,993 00	\$51,821 00	\$50,837 00	
Personnel Division . . .	47,659 89	50,550 26	51,514 00	54,578 00	50,867 00	
Purchasing Division . . .	139,957 38	144,043 05	148,602 00	147,576 00	137,498 00	
Budget Division	59,378 72	62,968 79	62,790 00	65,746 00	63,750 00	
Printing Section, Purchasing Division	795,997 88	741,460 53	686,470 00	767,722 00	685,643 00	
Office Supplies Account, Pur- chasing Division, Printing Section	13,233 28	12,744 48	13,000 00	14,000 00	10,000 00	
Art Commission	1,032 00	2,737 07	6,037 00	41,037 00	3,537 00	
Complaints Division . . .	8,565 35	9,055 10	9,104 00	10,740 00	10,740 00	
TOTALS	\$1,103,193 60	\$1,069,779 56	\$1,023,510 00	\$1,153,220 00	\$1,012,872 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$848,996 97	\$834,178 82	\$828,333 00	\$885,734 00	\$831,567 00	
2—Contractual Services . .	104,660 62	107,984 33	88,582 00	123,713 00	80,940 00	
3—Supplies and Materials . .	124,652 66	111,695 61	89,080 00	125,450 00	88,130 00	
4—Current Charges & Oblig's	7,496 04	1,486 06	2,892 00	1,960 00	1,010 00	
5—Equipment	4,154 03	1,690 26	1,623 00	2,363 00	1,225 00	
Special Appropriations . . .	13,233 28	12,744 48	13,000 00	14,000 00	10,000 00	
TOTALS	\$1,103,193 60	\$1,069,779 56	\$1,023,510 00	\$1,153,220 00	\$1,012,872 00	

In the pages that follow the detail applicable to each of the eight divisions of the department is presented.

ADMINISTRATIVE DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-41

This division surveys and studies departmental activities and procedures and sets forth its findings and recommendations in reports and bulletins. The Director reviews all personnel proposals submitted by heads of departments, and his decisions are final except when the Mayor orders otherwise in writing.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$36,687 32	\$44,009 99	\$44,348 00	\$49,206 00	\$48,222 00	
-Contractual Services . .	388 30	713 35	270 00	1,000 00	1,000 00	
-Supplies & Materials . .	224 78	1,383 69	1,250 00	1,250 00	1,250 00	
-Current Charges & Oblig's	32 70	53 25	65 00	265 00	265 00	
-Equipment	36 00	60 00	60 00	100 00	100 00	
TOTALS /	\$37,369 10	\$46,220 28	\$45,993 00	\$51,821 00	\$50,837 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAM

I. SUPERVISION AND CONDUCT OF DEPARTMENTAL SURVEYS AND STUDIES

Personal Services No.	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
6	\$48,222 00	\$1,000 00	\$1,250 00	\$265 00	\$100 00
					\$50,837 00

Personal Services: Director, Administrative Secretary, Head Administrative Clerk, Senior Administrative Analyst, Principal Clerk and Secretary and Senior Clerk.

Contractual Services: Travel expenses, U. S. Conference of Mayors, \$500.00; printing and binding, \$400.00; servicing of office machines, \$100.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,250.00.

Current Charges and Obligations: Association dues, \$265.00.

Equipment: Library books, \$100.00.

PERSONNEL DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-42

This division administers the compensation plans established for city and county employees, maintains complete personnel records, and makes recommendations designed to improve and coordinate the handling of personnel matters.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$47,054 34	\$49,840 42	\$50,500 00	\$53,586 00	\$50,000 00	
2—Contractual Services . .	246 60	178 84	450 00	300 00	300 00	
3—Supplies & Materials . .	339 95	491 85	500 00	525 00	500 00	
4—Current Charges & Oblig's	19 00	24 00	39 00	42 00	42 00	
5—Equipment	—	15 15	25 00	125 00	25 00	
TOTALS	\$47,659 89	\$50,550 26	\$51,514 00	\$54,578 00	\$50,867 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAM

I. MAINTENANCE OF PERSONNEL RECORDS AND CONTROLS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	\$50,000 00	\$300 00	\$500 00	\$42 00	\$25 00	\$50,867 00

Personal Services: Supervisor of Personnel, Assistant Supervisor of Personnel, Principal Clerk and Secretary, 5 Principal Clerks, Clerical Employee. Overtime, \$1,000.00.

Contractual Services: Travel expenses to convention, \$200.00; mimeographing service, \$50.00; repairs and servicing of equipment, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$500.00.

Current Charges and Obligations: Dues and subscriptions, \$42.00.

Equipment: Library books, \$25.00.

PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-43

It is the function of the Purchasing Division to furnish materials, supplies, and equipment to the various city departments upon receipt of requisitions from departments. Approximately 20,000 requisitions are received each year which, when processed, involve the issuance of 30,000 purchase orders and the disbursement of some \$10,000,000.00.

The division also supplies the printing and binding requirements of city departments and in the course of a year process 5,000 requisitions of this type.

It is the responsibility of the Purchasing Division to make certain that the materials, supplies, and equipment ordered delivered in accordance with specifications. The repair and servicing of office equipment and the refinishing of office furniture is also performed by this department.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$127,109 49	\$132,088 68	\$135,014 00	\$136,838 00	\$127,733 00	
Contractual Services . .	5,315 21	5,534 37	5,650 00	5,150 00	5,150 00	
Supplies & Materials . .	6,397 06	5,020 47	5,000 00	4,110 00	4,100 00	
Current Charges & Oblig's	977 00	978 00	2,500 00	1,040 00	415 00	
Equipment	158 62	421 53	438 00	438 00	100 00	
TOTALS	\$139,957 38	\$144,043 05	\$148,602 00	\$147,576 00	\$137,498 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Provides administrative supervision and is responsible for computing requisitions after processing by the buying agents and for the typing and mailing of purchase orders, requests for quotations, cancellations, standard invoices, and other documents. Statistics are compiled and departmental files are maintained.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$47,333 00	\$1,200 00	\$2,000 00	\$65 00	\$80 00	\$50,678 00

Personal Services: Purchasing Agent, Assistant Purchasing Agent, Principal Clerk and Secretary, and 7 Clerical Employees.

Contractual Services: Convention travel, \$200.00; advertising and posting, \$1,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.

Current Charges and Obligations: Dues and subscriptions, \$65.00.

Equipment: Library books, \$80.00.

2. PROCUREMENT OF SUPPLIES, MATERIALS, AND EQUIPMENT

Responsible for buying the commodities requisitioned by means of public advertising for sealed bids, informal written quotations, and telephone inquiries; and for the preparation of all public advertisements and proposals; the receipt and opening of sealed bids and the drafting of contracts entered into by the city with vendors; also is responsible for the inspection of commodities purchased, both at vendor's place of business and at the city delivery point. The services of the United States Department of Agriculture, Inspection Division, are utilized in the inspection of fresh fruit and vegetables, meats, poultry, and eggs.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
16	\$71,000 00	\$3,450 00	\$1,600 00	\$350 00	\$20 00	\$76,420 00

Personal Services: 2 Senior Buyers, 6 Buyers, 4 Assistant Buyers, Senior Legal Assistant, 3 Clerical Employees.

Contractual Services: Servicing of office equipment, \$50.00; use of Department of Agriculture car for inspection of meats, fruits, and vegetables, \$400.00; mimeographing and duplicating services, \$1,000.00; testing supplies, including coal, oil, tea, coffee, etc., \$2,000.00.

Supplies and Materials: Postage, forms, stationery, \$1,600.00.

Current Charges and Obligations: Periodical and newspaper subscriptions, \$350.00.

Equipment: Library books, \$20.00.

PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT—Continued

3. REPAIR AND SERVICING OF OFFICE EQUIPMENT AND SURPLUS PROPERTY

Provides servicing and repairs of office equipment and the refinishing of office furniture for all city and county departments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
2	\$9,400 00	\$500 00	\$500 00	—	\$10,400 00

Personal Services: 2 Typewriter Technicians and Inspectors.

Contractual Services: Services for refinishing surplus property, \$500.00.

Supplies and Materials: Repair parts for typewriters, \$500.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services . . .	10	\$47,333 00	\$1,200 00	\$2,000 00	\$65 00	\$80 00	\$50,678 00
2. Procurement of Supplies, Materials and Equipment . . .	16	71,000 00	3,450 00	1,600 00	350 00	20 00	76,420 00
3. Repair and Servicing of Office Equipment and Surplus Property . . .	2	9,400 00	500 00	500 00	—	—	10,400 00
TOTALS	28	\$127,733 00	\$5,150 00	\$4,100 00	\$415 00	\$100 00	\$137,498 00

BUDGET DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-44

This division is responsible for the preparation of the annual and all supplementary budgets as well as all subsequent revisions of the items in any budget. Contacts are maintained through field visits to all departments. Organization method studies are made and assistance given the departments in the installation of improved procedures.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$58,052 92	\$61,590 75	\$61,300 00	\$63,641 00	\$61,645 00	
2—Contractual Services . . .	524 60	583 46	580 00	1,195 00	1,195 00	
3—Supplies & Materials . . .	791 20	794 58	900 00	900 00	900 00	
4—Current Charges & Oblig's . . .	10 00	—	10 00	10 00	10 00	
TOTALS	\$59,378 72	\$62,968 79	\$62,790 00	\$65,746 00	\$63,750 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAM

1. REVIEW AND ANALYSIS OF BUDGETARY NEEDS AND REQUIREMENTS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
10	\$61,645 00	\$1,195 00	\$900 00	\$10 00	\$63,750 00

Personal Services: Supervisor of Budgets, Principal Budget Analyst, 4 Senior Budget Analysts, 2 Budget Analysts, Accountant, and Principal Clerk and Stenographer. Overtime, \$3,000.00.

Contractual Services: Carfares and mileage for Budget Analysts for visiting various departments, \$360.00; attendance at Municipal Finance Officers Association Convention, \$800.00; repair of equipment, \$35.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$900.00.

Current Charges: Dues and subscription, \$10.00.

PRINTING SECTION, PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-45

The Printing Plant, which is a section of the Purchasing Division, supplies all printing, binding, stationery, and office supplies used by city departments. It occupies its own building, containing approximately 45,000 square feet of floor space. The Purchasing Agent is in charge of plant operations and is responsible for the standardization of all printing and binding.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services	\$570,997 20	\$537,000 38	\$527,500 00	\$571,156 00	\$532,660 00	
Contractual Services	98,185 91	99,260 59	76,597 00	76,033 00	70,760 00	
Supplies & Materials	116,398 02	103,575 17	80,995 00	118,230 00	80,945 00	
Current Charges & Oblig's	6,457 34	430 81	278 00	603 00	278 00	
Equipment	3,959 41	1,193 58	1,100 00	1,700 00	1,000 00	
TOTALS	\$795,997 88	\$741,460 53	\$686,470 00	\$767,722 00	\$685,643 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$635,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Provides administrative supervision and general financial and clerical services; prepares payrolls; prepares estimates of job costs; maintains a central supply of office supplies for use throughout the city; provides for the maintenance and preservation of plant property.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
12	\$55,000 00	\$16,558 00	\$7,870 00	\$79,428 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Administrative Assistant, Printing; General Foreman of Printing Production.

General Services Section: Head Clerk, 5 Clerical Employees, Clerk and Messenger.

Building Maintenance Unit: 3 Laborers.

Contractual Services: Telephone service, \$2,100.00; electricity, \$7,300.00; fireroom repairs, boilers, oil burners, and vacuum pumps, \$800.00; plumbing repairs, \$100.00; elevator repairs, \$250.00; servicing of office equipment, \$25.00; carfares, \$10.00; cleaning service, \$330.00; elevator inspection, \$168.00; freight charges, \$75.00; electrical repairs, \$400.00; miscellaneous repairs, \$200.00; repairs to building, \$4,800.00.

Supplies and Materials: Fuel oil, \$7,000.00; custodial supplies, \$250.00; postage, forms, cards, and stationery, \$400.00; miscellaneous supplies and materials, \$200.00; first aid supplies, \$20.00.

2. PREPARATION OF TYPE AND PLATES

Sets type by machine, using both monotype and linotype machines. Material which cannot be set by machine is prepared by hand composition. The proofreading unit marks copy for editorial changes, and marks typographical errors on proofs. The section operates sixteen monotype keyboards, ten monotype casting machines, six linotype machines, and other related equipment.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
40	\$209,910 00	\$1,400 00	\$400 00	\$275 00	\$500 00	\$212,485 00

Personal Services: Performance under this program is divided among the following sections:

Book Composing Unit: Working Foreman, Printing Section; Head Stoneman, 8 Compositors, Compositor Stoneman.

Job Composing Unit: Working Foreman, Printing Section; Head Stoneman, Head Linotype Operator, 6 Compositors, 2 Linotype Operators.

Casting Room: Head Monotype Caster Operator, 2 Monotype Caster Operators.

Monotype Keyboard Unit: Foreman Monotype Typesetting Department, 5 Monotype Keyboard Operators.

Proofreading Unit: Head Proofreader, 5 Proofreaders, 4 Copyholders.

Temporary Employees, \$500. Overtime \$250.00.

Contractual Services: Gas and electricity, \$1,200.00; minor repairs, \$200.00.

Supplies and Materials: Repair parts for equipment, \$400.00.

Current Charges and Obligations: Matrix rentals, \$275.00.

Equipment: Emergency replacements of equipment, \$500.00.

3. PRODUCTION OF PRINTED MATTER

Responsible for operating the presses, binding, and completing all print jobs. The section operates 21 presses, cutters, 2 folding machines, punching machine, drill press, and round corner machine.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
23	\$125,500 00	\$1,900 00	\$1,000 00	\$500 00	\$128,900 00

Personal Services: Performance under this program is divided among the following sections:

Cylinder Pressroom: Foreman, Pressroom, Head Cylinder Pressman, 7 Cylinder Pressmen, 3 Cylinder Pressfeeders.

Job Pressroom: Head Job Pressman, 4 Job Pressmen, Multilith Press Operator.

Bindery: 2 Sheet Stockmen, Bookbinder, 2 Bookbinders and Cutters.

Temporary Employees, \$250.00, Overtime, \$250.00.

Contractual Services: Repairs and servicing of equipment, \$1,900.00.

Supplies and Materials: Repair parts for equipment, \$100.00; tools and instruments, \$200.00. General Operating Supplies, \$700.00.

Equipment: Emergency replacements of equipment, \$500.00.

4. PROCUREMENT OF MATERIALS AND SERVICES INVOLVED IN PRODUCTION

Requisitions and distributes printing materials and services necessary for the completion of work; assigns jobs for processing, and checks progress of production. Responsible for supervision of activities necessary for shipping and delivery of printing and office supplies to the city and county departments; maintains stockroom and perpetual stock inventory records for printing papers.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	\$37,000 00	\$49,527 00	\$67,075 00	\$3 00	\$153,605 00

Personal Services: Performance under this program is divided among the following sections:

Job Processing: Printing Production Analyst, Assistant Printing Production Analyst, Clerk and Typist.

Storeroom: Sheet Stockman, Shipper and Sheet Stockman.

Shipping and Delivery: Cylinder Pressfeeder, Stores Deliveryman.

Contractual Services: Outside services to complete manufacture: ruling, \$6,000.00; binding, \$33,100.00; electros, cuts, and engravings, \$2,000.00; servicing of equipment, \$100.00; outside composition, \$1,000.00; relief printing, \$1,000.00; diestamping, \$2,000.00; other outside printing, \$3,927.00; silk screen process, \$400.00.

Supplies and Materials: Paper stock and envelopes, \$40,900.00; printing inks, \$700.00; postage stock, \$25,000.00; gasoline and oil for delivery truck, \$175.00; general operating supplies, \$300.00.

Current Charges: Registration of truck, \$3.00.

5. ADDRESSOGRAPH SECTION

Maintains library of 500,000 Addressograph plates for residents of Boston over 20 years of age. Operates fifteen machines necessary for the production of the Annual List of Residents, the Voting List, and the Police List; and the preparation of tax bills and corresponding lists for collections.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
19	\$105,250 00	\$1,375 00	\$4,600 00	\$111,225 00

Personal Services: Supervisor; Addressograph Section, 2 Working Foremen, Printing Section; 4 Compositors, 3 Monotype Keyboard Operator, 8 Compositor Apprentices, Monotype Caster Operator.

Temporary Employees, \$250.00.

Contractual Services: Repairs and servicing of equipment, \$1,375.00.

Supplies and Materials: Repair parts for equipment, \$400.00; general operating expenses, \$4,200.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	12	\$55,000 00	\$16,558 00	\$7,870 00	—	—	\$79,428 00
2. Preparation of Type and Plates	40	209,910 00	1,400 00	400 00	\$275 00	\$500 00	212,485 00
3. Production of Printed Matter	23	125,500 00	1,900 00	1,000 00	—	500 00	128,900 00
4. Procurement of Materials and Services Involved in Production	7	37,000 00	49,527 00	67,075 00	3 00	—	153,605 00
5. Addressograph Section	19	105,250 00	1,375 00	4,600 00	—	—	111,225 00
TOTALS	101	\$532,660 00	\$70,760 00	\$80,945 00	\$278 00	\$1,000 00	\$685,643 00

OFFICE SUPPLIES ACCOUNT, PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-46

City departments make use collectively of many standard items of office supplies. If purchased from outside suppliers individual departmental requisitions are submitted, the city will pay maximum prices. If, however, the total of annual purchases by all departments is calculated and included in a proposal for competitive bids, substantial savings will be secured. This appropriation will permit the Purchasing Agent to secure, after public advertising, a year's supply of various items of office supplies and store them in the Printing Section for issuance as individual departmental requisitions are received.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriations: Office Supplies Account, Purchasing Division, Administrative Services Department	\$13,233 28	\$12,744 48	\$13,000 00	\$14,000 00	\$10,000 00	
Estimated departmental revenues for 1960					\$10,000 00	

ART COMMISSION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-47

The Art Commission has custody and care of all works of art owned by the city. No work of art can be accepted by the city or erected or placed in any public area without the approval of the Commission. The Commission is also responsible for the upkeep of monuments in public squares and the care of existing paintings owned by the city.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$1,032 00	\$1,032 00	\$1,032 00	\$1,032 00	\$1,032 00	
-Contractual Services . .	—	1,705 07	5,000 00	40,000 00	2,500 00	
-Supplies & Materials . .	—	—	5 00	5 00	5 00	
TOTALS . . .	\$1,032 00	\$2,737 07	\$6,037 00	\$41,037 00	\$3,537 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAM

1. CUSTODY AND CARE OF WORKS OF ART

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
1	\$1,032 00	\$2,500 00	\$5 00	\$3,537 00

Personal Services: Clerk.

Contractual Services: For the purpose of cleaning and repair of markers and monuments during the year, \$2,500.00.

Supplies and Materials: Postage and office supplies, \$5.00.

COMPLAINTS DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-48

The Complaints Division investigates and follows up all complaints received from citizens and taxpayers. When action has been taken by the department or agency involved, notice is sent to the complainant. Approximately 50 complaints are processed daily.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$8,063 70	\$8,616 60	\$8,639 00	\$10,275 00	\$10,275 00	
2—Contractual Services . .	—	8 65	35 00	35 00	35 00	
3—Supplies & Materials . .	501 65	429 85	430 00	430 00	430 00	
TOTALS . . .	\$8,565 35	\$9,055 10	\$9,104 00	\$10,740 00	\$10,740 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAM

1. PROCESSING OF COMPLAINTS

Personal Services		Contractual Services	Supplies Materials	Total
No.	Amount			
2	\$10,275 00	\$35 00	\$430 00	\$10,740 00

Personal Services: Head Clerk and Principal Clerk.

Contractual Services: Repairs to typewriter, \$35.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$430.00.

LAW DEPARTMENT

1-01-51

The Law Department has general charge of the legal work of the city, represents the City of Boston and County Suffolk and their employees in all litigation to which it is a party, prosecutes certain criminal proceedings, does the conveyancing work for the various municipal departments, performs the legal work incidental to tax foreclosures, prepares and approves all municipal contracts and bonds, furnishes legal opinions to the Mayor and the City Council and to the various department heads and city and county officials, including the School Committee, on matters relating to the discharge of their official duties, prepares petitions for and drafts legislation in which the city has an interest, and appears and represents the city before the various committees of Legislature, before other boards, commissions, and administrative agencies including the Interstate Commerce Commission, Civil Aeronautics Board, and other federal agencies, the Appellate Tax Board, Industrial Accident Board, and the Department of Public Utilities.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$330,236 25	\$334,664 24	\$320,241 00	\$361,681 00	\$320,754 00	
Contractual Services . .	53,120 49	59,655 95	47,424 00	77,224 00	72,550 00	
Supplies & Materials . .	3,521 53	4,051 31	4,268 00	4,165 00	4,165 00	
Current Charges & Oblig's	1,586 53	1,956 50	1,588 00	1,598 00	1,598 00	
Equipment	2,185 22	1,052 00	1,545 00	1,900 00	900 00	
TOTALS	\$390,650 02	\$401,380 00	\$375,066 00	\$446,568 00	\$399,967 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

The Corporation Counsel is in charge of the department, and has general supervision and direction of departmental activities.

The General Services Division under his direction provides the clerical and stenographic services for the department, prepares the budget estimates and maintains appropriation and expenditure records, processes and distributes supplies and equipment, prepares all bills for payment, and handles cash in connection with payment of witness fees and travel expenditures of employees.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
19	\$86,606 00	\$5,224 00	\$1,200 00	\$923 00	\$900 00	\$94,853 00

Personal Services: Corporation Counsel, Head Administrative Clerk, Head Clerk, 2 Assistant Head Clerks, and 14 Clerical Employees.

Contractual Services: Telephone service, \$5,000.00; towel service, \$174.00; servicing of office equipment, \$50.00.

Supplies and Materials: Household supplies, \$65.00; postage, forms, cards, and stationery, \$1,135.00.

Current Charges and Obligations: Dues and subscriptions, \$780.00; premium on surety bond, \$40.00; rental of water cooler and Western Union clock, \$103.00.

Equipment: Library books, \$900.00.

2. COUNSELING AND MISCELLANEOUS LITIGATION DIVISION

This division handles legislation, conveyancing, contracts and opinion services of the department. It also furnishes the personnel engaged in special litigation.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
12	\$70,566 00	\$1,851 00	\$295 00	\$675 00	\$73,387 00

Personal Services: In charge of Division: Assistant Corporation Counsel.

Performance under this program is divided among the following sections:

Conveyancing Section: Assistant Corporation Counsel, and Title Examiner.

Opinion Section: Chief Legal Assistant.

Contract Section: 2 Assistant Corporation Counsel.

Legislative Section: 2 Assistant Corporation Counsel.

Special Litigation Section: 4 Assistant Corporation Counsel.

Contractual Services: Travel expenses, \$150.00; employment of court stenographers, \$101.00; printing and binding, \$1,600.00.**Supplies and Materials:** Postage, forms, cards, and stationery, \$295.00.**Current Charges and Obligations:** Dues and subscriptions, \$675.00.**3. GENERAL TRIAL DIVISION**

The General Trial Division is charged with the investigation, preparation, trial, and settlement of all matters the Courts of the Commonwealth, and before the Appellate Tax Board, other than the cases handled by the Counsel and Miscellaneous Litigation Division.

Personal Services		Contractual	Supplies	Total
No.	Amount	Services	Materials	
18	\$96,226 00	\$16,175 00	\$1,130 00	\$113,531 00

Personal Services: In charge of Division: Assistant Corporation Counsel.

Performance under this program is divided among the following sections:

General Litigation Section: 6 Assistant Corporation Counsel, and Legal Assistant.

Appellate Tax Section: 3 Assistant Corporation Counsel.

Investigating Section: Chief Claims Investigator, 3 Claim Investigators, Senior Law Clerk and Investigator, and 2 Constables.

Contractual Services: Transportation and payment of witness fees, \$2,350.00; photography, \$4,000.00; appraisal services, \$2,400.00; medical services, \$7,000.00; public stenographers, \$425.00.**Supplies and Materials:** Postage, forms, cards, and stationery, \$1,130.00.**4. COLLECTION DIVISION**

This division is charged with the collection of taxes, debts and claims owed to the city by others, and handles such matters as tax title foreclosure proceedings, the enforcement of old age assistance and similar lines, actions of contract to recover bills for hospital and other services rendered by the city, actions of tort for damages to municipal property (generally done by motor vehicles), petitions against the Commonwealth and other municipalities for reimbursement for welfare aid to recipients not having a Boston settlement, proceedings against bankruptcy trustees, assignees for the benefit of creditors and the like, and proceedings against estates liable for abatements to decedent during his or her lifetime.

Personal Services		Contractual	Supplies	Total
No.	Amount	Services	Materials	
14	\$67,356 00	\$49,300 00	\$1,540 00	\$118,196 00

Personal Services: In charge of Division: Assistant Corporation Counsel.

Performance under this program is divided among the following sections:

General Collection Section: 5 Assistant Corporation Counsel.

Tax Title Section: Assistant Corporation Counsel, Senior Legal Assistant, 5 Legal Assistants, 1 Senior Law Clerk and Investigator.

Contractual Services: Advertising, \$300.00; court reporters, \$1,000.00; recording fees, writs, service of processes and witness fees, \$48,000.00.**Supplies and Materials:** Postage, forms, cards, and stationery, \$1,540.00.**D—PROGRAM SUMMARY**

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	19	\$86,606 00	\$5,224 00	\$1,200 00	\$923 00	\$900 00	\$94,853 00
2. Counseling and Miscellaneous Litigation Division	12	70,566 00	1,851 00	295 00	675 00	—	73,387 00
3. General Trial Division	18	96,226 00	16,175 00	1,130 00	—	—	113,531 00
4. Collection Division	14	67,356 00	49,300 00	1,540 00	—	—	118,196 00
TOTALS	63	\$320,754 00	\$72,550 00	\$4,165 00	\$1,598 00	\$900 00	\$399,967 00

CITY CLERK DEPARTMENT

1-01-61

The City Clerk is elected by the City Council for the term of three years and has the care and custody of all records, documents, maps, plans, and papers of the city for which no other department is responsible. He attends all meetings of the City Council and maintains records of such meetings.

A—BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$78,820 80	\$80,583 25	\$81,645 00	\$89,465 00	\$86,960 00	
—Contractual Services . .	3,722 71	5,145 73	4,765 00	4,565 00	4,565 00	
—Supplies & Materials . .	6,354 43	4,076 21	1,980 00	1,855 00	1,380 00	
—Current Charges & Oblig's	167 50	170 00	180 00	180 00	180 00	
—Equipment	162 50	839 97	180 00	435 00	435 00	
TOTALS	\$89,227 94	\$90,815 16	\$88,750 00	\$96,500 00	\$93,520 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$76,000 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical and stenographic services, and prepares the official records of the city, containing all messages of the Mayor and orders, resolutions, and votes passed or adopted by the City Council. Claims for damages due to defects in the streets and damage to property incurred by employees of the instrumentalities of the city are processed, subcontractors' liens recorded, and venires of jurors drawn by the City Council prepared.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$26,000 00	\$3,715 00	\$300 00	\$148 00	\$180 00	\$30,343 00

Personal Services: City Clerk, Assistant City Clerk, 1 Principal Clerk, 1 Principal Clerk and Secretary.

Contractual Services: Attendance at conventions, \$390.00; advertising of elections, ordinances, and public hearings, \$3,200.00; binding, \$100.00; servicing equipment, \$25.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$300.00.

Current Charges and Obligations: Rental of a mail box, \$10.00; subscriptions, \$103.00; premium on surety bonds, \$35.00.

Equipment: Library books, \$180.00.

2. RECORDING, FILING OF LEGAL DOCUMENTS, AND ISSUANCE OF LICENSES

Responsible for the receiving, filing, or recording annually of approximately 26,000 documents, including personal property mortgages, business name certificates, married women's business certificates, assignments of wages, and other related documents or papers required by statute to be filed or recorded. This involves the receipt of the proper recording or filing fees, card indexing the documents, preparation of the documents for recording by the photographic and microphotographing process, and the subsequent preparation of the record books and indices for binding.

Sunday bowling licenses, commercial and family use shellfish permits, newsboys and bootblack licenses, and various other licenses are issued.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
13	\$60,960 00	\$850 00	\$1,080 00	\$32 00	\$255 00	\$63,177 00

Personal Services: Head Administrative Clerk, 2 Head Clerks, and 10 Clerical Employees.

Contractual Services: Servicing of office equipment, \$75.00; printing, binding, and ruling of records of mortgages, \$725.00; cleaning, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,000.00; photographic paper and badges, \$80.00.

Current Charges and Obligations: Premium on surety bonds, \$20.00; commission of notary public, \$12.00.

Equipment: Filing cases, \$255.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services . .	4	\$26,000 00	\$3,715 00	\$300 00	\$148 00	\$180 00	\$30,343 00
Recording, Filing of Legal Documents, and Issuance of Licenses	13	60,960 00	850 00	1,080 00	32 00	255 00	63,177 00
TOTALS	17	\$86,960 00	\$4,565 00	\$1,380 00	\$180 00	\$435 00	\$93,520 00

CITY DOCUMENTS

1-01-62

The cost of printing and binding the annual reports of city departments, and other publications ordered printed by City Council or Mayor, is provided for by this appropriation.

A—BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	Requested by Department	1960 Budget		Approved
					Recommended by Mayor		
2—Contractual Services . .	\$53,931 90	\$42,280 57	\$39,000 00	\$45,000 00	\$39,000 00		

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C—PROGRAM

1. PRINTING AND BINDING OF CITY DOCUMENTS

Contractual Services: Printing and binding of City Documents, \$39,000.00.

PLANNING

1-01-70

The planning activities of the city are carried on by the City Planning Board and the Board of Zoning Adjustment. The department's activities are carried on by two divisions, and a summary of the divisional appropriations is given below:

Title	1957 Expenditures	1958 Expenditures	1959 Appropriations	Requested by Department	1960 Budget		Approved
					Recommended by Mayor		
City Planning Board . . .	\$144,858 44	\$196,672 15	\$242,680 00	\$308,953 00	\$242,791 00		
Board of Zoning Adjustment .	2,255 94	1,066 74	2,610 00	2,500 00	2,500 00		
Rezoning Study . . .	1,063 28	2,789 00	—	—	—		
Zoning Commission . . .	—	—	2,500 00	—	—		
TOTALS . . .	\$148,177 66	\$200,527 89	\$247,790 00	\$311,453 00	\$245,291 00		

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	Requested by Department	1960 Budget		Approved
					Recommended by Mayor		
1—Personal Services . . .	\$131,347 46	\$179,285 24	\$225,460 00	\$261,397 00	\$229,780 00		
2—Contractual Services . .	13,645 97	13,782 59	14,980 00	31,631 00	8,701 00		
3—Supplies & Materials . .	1,747 46	2,399 04	2,590 00	9,050 00	2,800 00		
4—Current Charges & Oblig's	827 10	1,069 60	960 00	1,055 00	210 00		
5—Equipment . . .	609 67	3,991 42	3,800 00	8,320 00	3,800 00		
TOTALS . . .	\$148,177 86	\$200,527 89	\$247,790 00	\$311,453 00	\$245,291 00		

In the pages that follow the detail applicable to each of the two divisions of the department is presented.

CITY PLANNING BOARD

1-01-71

The City Planning Board has the responsibility of planning for the growth and improvement of the City of Boston. To accomplish this function the Board develops data respecting the resources, possibilities, and needs of the city, and maintains a master plan for land use and improvements. The Board advises city departments regarding the planning of capital projects, and annually prepares a six-year program for capital improvements.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	Requested by Department	1960 Budget	
					Recommended by Mayor	Approved
-Personal Services . . .	\$130,287 46	\$178,827 54	\$231,495 00	\$260,937 00	\$229,320 00	
-Contractual Services . . .	11,732 38	10,451 55	10,630 00	29,891 00	6,961 00	
-Supplies & Materials . . .	1,401 83	2,332 04	2,290 00	8,750 00	2,500 00	
-Current Charges & Oblig's . . .	827 10	1,069 60	960 00	1,055 00	210 00	
-Equipment	609 67	3,991 42	3,800 00	8,320 00	3,800 00	
TOTALS	\$144,858 44	\$196,672 15	\$249,175 00	\$308,953 00	\$242,791 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General direction and control of the department. Provides general financial and clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$57,000 00	\$895 00	\$1,400 00	\$110 00	\$1,100 00	\$60,505 00

Personal Services: Planning Administrator, Director of Planning, Junior Planner, Planning Assistant, Head Clerk, and 5 Clerical Employees.

Contractual Services: Telephone service and messenger service, \$125.00; servicing of office equipment, \$200.00; convention travel, \$570.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,400.00.

Current Charges and Obligations: Dues and subscriptions, \$110.00.

Equipment: Office furniture, \$1,000.00; library books, \$100.00.

2. PREPARATION AND DEVELOPMENT OF PLANS AND PROGRAMS

Develops the master plan, prepares six-year capital improvements program, prepares reports on capital improvements referred to the department, initiates necessary legislation, prepares city maps, and participates in exhibit work and meetings with civic groups. Prepares proposed plan for the central area of the city, including land-use density proposals for residence, commerce, and industry, plans for civic center, off-street parking, etc.; works with the Rezoning Study to determine rezoning districts in the central area; and prepares similar plans for outlying neighborhood areas.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
32	\$172,320 00	\$6,066 00	\$1,100 00	\$100 00	\$2,700 00	\$182,286 00

Personal Services: 2 Chief Planners, Chief Planning Analyst, 4 Principal Planners, 8 Senior Planners, Planning Designer, 8 Junior Planners, Junior Planning Analyst, Planning Illustrator, 6 Planning Assistants.

Contractual Services: Servicing of office equipment, \$246.00; transportation of persons, \$620.00; blueprinting, \$2,500.00; printing and binding, \$2,100.00; correction of atlases, \$600.00.

Supplies and Materials: Household supplies and materials, \$25.00; miscellaneous supplies, \$1,075.00.

Current Charges and Obligations: Dues and subscriptions, \$100.00.

Equipment: Office furniture, \$1,500.00; drafting equipment, \$750.00; 600-watt convertor, \$100.00; technical publications, \$350.00.

D — PROGRAM SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	10	\$57,000 00	\$895 00	\$1,400 00	\$110 00	\$1,100 00	\$60,505 00
Preparation and Development of Plans and Progress	32	172,320 00	6,066 00	1,100 00	100 00	2,700 00	182,286 00
TOTALS	42	\$229,320 00	\$6,961 00	\$2,500 00	\$210 00	\$3,800 00	\$242,791 00

BOARD OF ZONING ADJUSTMENT, CITY PLANNING BOARD

1-01-72

The Board of Zoning Adjustment is authorized to establish and change zone boundaries and to review decisions of the Board of Appeals granting height variances.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	Requested by Department	1960 Budget	Approve
					Recommended by Mayor	
1—Personal Services . . .	\$1,060 00	\$457 70	\$460 00	\$460 00	\$460 00	
2—Contractual Services . .	1,013 59	542 04	1,850 00	1,740 00	1,740 00	
3—Supplies & Materials . .	182 35	67 00	300 00	300 00	300 00	
TOTALS . . .	\$2,255 94	\$1,066 74	\$2,610 00	\$2,500 00	\$2,500 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$280 00

C — PROGRAM

1. DETERMINATION OF PETITIONS FOR ADJUSTMENT OF ZONE BOUNDARIES

Personal Services		Contractual Services	Supplies Materials	Total
No.	Amount			
2	\$460 00	\$1,740 00	\$300 00	\$2,500 00

Personal Services: Head Clerk, Principal Clerk and Stenographer.

Contractual Services: Messenger service, \$400.00; travel expenses in connection with petitions for zoning changes, \$50.00; advertising public hearing, \$350.00; blueprints of areas involved in zoning petitions, \$100.00; reporting of public hearings, \$840.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$300.00.

REAL PROPERTY DEPARTMENT

1-01-80

The Real Property Department has general responsibility for the care and disposal of property acquired for taxes and surplus real estate belonging to the City of Boston, and for the operation and maintenance of municipal and court buildings not assigned to a specific department.

The department's activities are carried on by three divisions and a summary of the divisional appropriations is given below:

Title	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Property Division . . .	\$236,480 56	\$217,976 18	\$106,205 00	\$279,617 00	\$193,650 00	
Plngs. Div. (City Buildings) .	1,131,427 25	1,112,615 46	947,980 00	1,372,266 00	1,070,410 00	
Market Division . . .	33,438 21	34,409 25	34,350 00	37,694 00	36,443 00	
TOTALS . . .	\$1,401,346 02	\$1,365,000 89	\$1,088,535 00	\$1,689,577 00	\$1,300,503 00	

The above tabulation does not include the appropriation of \$192,721.00 for the operation of the county buildings maintained in the County Section, which will be administered by the Buildings Division.

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$713,283 84	\$761,783 91	\$736,479 00	\$820,881 00	\$749,172 00	
-Contractual Services . . .	418,753 01	405,500 24	202,176 00	428,741 00	341,961 00	
-Supplies & Materials . . .	83,388 50	57,030 55	55,595 00	68,605 00	55,090 00	
-Current Charges & Oblig's	74,573 25	75,026 85	68,610 00	93,760 00	93,760 00	
-Equipment . . .	198 01	646 93	675 00	4,990 00	520 00	
-Structures & Improvements	111,149 41	65,012 41	25,000 00	272,600 00	60,000 00	
TOTALS . . .	\$1,401,346 02	\$1,365,000 89	\$1,088,535 00	\$1,689,577 00	\$1,300,503 00	

In the pages that follow the detail applicable to each of the three divisions of the department is presented.

PROPERTY DIVISION, REAL PROPERTY DEPARTMENT

1-01-85

The Property Division has the responsibility for the care and disposal of all real estate belonging to the city which is not held by other departments for specific municipal purposes. It also has the duty of providing off-street parking when necessary and advisable. It administers leases on a long-term basis for three downtown sites on which parking garages have been erected, and administers leases on a short-term basis for four downtown sites on which parking garages have also been erected. An eighth garage is being erected to be completed in 1960 and two parking lots are leased on an annual basis. Ten suburban parking lots are operated, in which meters have been installed for the collection of fees.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$80,483 60	\$80,072 31	\$73,980 00	\$80,762 00	\$75,460 00	
2—Contractual Services . . .	97,912 59	93,934 65	8,725 00	88,150 00	83,025 00	
3—Supplies & Materials . . .	2,000 12	1,632 62	1,655 00	1,965 00	1,645 00	
4—Current Charges & Oblig's	13,111 77	7,220 11	6,445 00	13,250 00	13,250 00	
5—Equipment	100 00	384 03	400 00	1,990 00	270 00	
7—Structures & Improvements	42,872 48	34,732 46	15,000 00	93,500 00	20,000 00	
TOTALS	\$236,480 56	\$217,976 18	\$106,205 00	\$279,617 00	\$193,650 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$1,175,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Maintenance of records and accounting for all money received from sale of city-owned property. Provides engineering services to determine the need for off-street parking facilities and preparation of plans for such developments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	\$46,424 00	\$125 00	\$1,625 00	\$80 00	\$270 00	\$48,524 00

Personal Services: Commissioner of Real Property, Executive Secretary, 7 Clerks.

Contractual Services: Servicing of automotive equipment, \$125.00.

Supplies and Materials: Paper cups, \$15.00; postage, \$400.00; forms, cards, stationery, \$960.00; gasoline and lubricants, \$250.00.

Current Charges and Obligations: Premiums on surety bonds, \$70.00; license, auctioneer, \$10.00.

Equipment: Chairs, \$120.00. Library books, \$150.00.

2. CARE AND DISPOSAL OF FORECLOSED REAL ESTATE AND SURPLUS PROPERTY

Maintenance, care and disposal by auction of property acquired by foreclosure of title or transferred to the department by order of the City Council. At the time of preparing the budget, the number of parcels held totaled 2,779, of which 105 were real estate, and 2,674 were vacant lots. During the year 1959, 188 parcels were sold, at a total sale value of \$410,050.00.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Total
6	\$29,036 00	\$54,400 00	\$20 00	\$3,645 00	\$20,000 00	\$107,101 00

Personal Services: Real Property Agent, 2 Assistant Real Estate Custodians, Auctioneer, Constable, Senior Civil Engineer.

Contractual Services: Steam service, \$1,000.00; repairs: carpentry, \$3,000.00; electrical, \$1,000.00; plumbing and steamfitting, \$2,000.00; roofing and masonry, \$2,000.00; advertising for sale of city-owned properties at public auction, \$5,000.00; carfares for purpose of inspecting properties, \$400.00; printing and binding, \$2,000.00; recording and judicial services, \$50.00; cleaning and removal of debris from city-owned land, \$37,950.00.

Supplies and Materials: Photographic supplies, \$20.00.

Current Charges and Obligations: Hold-up insurance, fidelity bonds, insurance on Houghton & Dutton Building, \$3,600.00; bond for Auctioneer, \$45.00.

Structures and Improvements: Repairs, Houghton & Dutton Building, \$20,000.00.

3. MAINTENANCE OF PARKING FACILITIES, LOCAL COMMUNITIES

Responsible for the maintenance, cleaning, removal of debris and snow removal.

Contractual Services	Current Charges	Total
\$28,500 00	\$9,525 00	\$38,025 00

Contractual Services: Electricity, \$5,500.00; repairs: electrical, \$2,000.00; repairing to parking garages, \$1,000.00; cleaning debris and snow from 9 off-street parking facilities, \$20,000.00.

Current Charges and Obligations: Insurance, fire, parking facilities: Essex Street, \$900.00; St. James Avenue, \$2,100.00; Kingston Street, \$3,800.00; Fort Hill, \$2,500.00; rental, water cooler, \$75.00; dues and subscriptions, \$150.00.

D — PROGRAM SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
Administrative and General Services	9	\$46,424 00	\$125 00	\$1,625 00	\$80 00	\$270 00	—	\$48,524 00
Care and Disposal of Foreclosed Real Estate and Surplus Municipal Property	6	29,036 00	54,400 00	\$20 00	3,645 00	—	\$20,000 00	107,101 00
Maintenance of Parking Facilities, Local Communities	—	—	28,500 00	—	\$9,525 00	—	—	38,025 00
TOTALS	15	\$75,460 00	\$83,025 00	\$1,645 00	\$13,250 00	\$270 00	\$20,000 00	\$193,650 00

BUILDINGS DIVISION, REAL PROPERTY DEPARTMENT

1-01-84

The Buildings Division is responsible for the care and management of city buildings not held by specific departments. Twenty-one major buildings are operated, including the City Hall and City Hall Annex.

These buildings are located in many parts of the city and are used by the courts and municipal departments, Selective Service Local Boards, civilian defense boards, and others. The buildings are frequently opened to the public after hours for civic, social, and other meetings. The total area of office and court space in these buildings is 714,905 square feet.

In addition to the city-owned buildings, the department is responsible for the leasing of office space for 3 departments occupying quarters outside of City Hall, as well as the care and maintenance of 10 buildings leased to veteran organizations.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$602,072 14	\$649,815 34	\$630,500 00	\$705,291 00	\$639,660 00	
2—Contractual Services . . .	319,559 05	310,011 58	192,150 00	339,215 00	257,590 00	
3—Supplies & Materials . . .	79,959 64	54,438 95	52,900 00	65,150 00	52,400 00	
4—Current Charges & Oblig's .	61,461 48	67,806 74	62,155 00	80,510 00	80,510 00	
5—Equipment	98 01	262 90	275 00	3,000 00	250 00	
7—Structures & Improvements	68,276 93	30,279 95	10,000 00	179,100 00	40,000 00	
TOTALS	\$1,131,427 25	\$1,112,615 46	\$947,980 00	\$1,372,266 00	\$1,070,410 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$45,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of division activities. Provides clerical and financial services, maintains reports and statistics, processes all personnel actions, audits time records, prepares payrolls. Conducts periodic inspections of buildings, structures, and utilities under direct control of the division. Prepares plans for repair work; supervision and approval for payment of repair work performed satisfactorily by contractors.

Personal Services No. Amount	Contractual Services	Supplies Materials	Total
8 \$42,420 00	\$1,150 00	\$700 00	\$44,270 00

Personal Services: Performance under this program is divided among the following sections:

Administrative and General Services Division: Assistant Commissioner of Real Property, Head Clerk, and 3 Clerical Employees.
Inspection Section: 3 Inspectors.

Contractual Services: Servicing of office equipment, \$50.00; carfare and mileage, \$500.00; advertising, \$300.00; mimeographing and duplicating services, \$200.00; printing and binding, \$100.00.

Supplies and Materials: Forms, cards, stationery, and postage, \$700.00.

2. CARE, OPERATION, AND MAINTENANCE OF CITY HALL AND CITY HALL ANNEX

Responsible for the care and operation of the heating plant in City Hall and City Hall Annex, minor repairs to building equipment, furnishings, and maintenance of elevators. Provides telephone exchange service for all offices in City Hall and City Hall Annex, and acts as the clearing house for all telephone calls. The switchboard is an automatic 5-position board. The number of calls annually is approximately as follows: outgoing, 1,410,000; incoming, 1,263,000; and long distance calls, 4,385. It is also responsible for the operation of 5 elevators in City Hall Annex and 2 in City Hall. Daily cleaning of 224,915 square feet of floor space.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Total
70 \$261,721 00	\$131,040 00	\$3,000 00	\$2,915 00	\$40,000 00	\$438,676 00

Personal Services: Performance under this program is divided among the following sections:

Maintenance Section: Plant Superintendent, Chief Power Plant Engineer, 3 Stationary Engineers, Steam Fireman, Locksmith.

Telephone Section: Chief Telephone Operator, 8 Telephone Operators.

Custodial Section: Superintendent, 44 Custodial Workers, Matron, 3 Elevator Operator-Watchmen.

Elevator Section: Chief Elevator Operator, 4 Elevator Operators.

Vacation supply, \$1,825.00.

Overtime Allowance, \$500.00 for Saturdays, Sundays, holidays and emergency repairs to elevators

Contractual Services: Telephone service, \$60,000.00; electricity, \$28,000.00; gas for fuel, \$2,000.00; steam, \$22,000.00; general repairs, carpentry, \$3,100.00; painting, \$4,800.00; linoleum, \$2,500.00; servicing equipment, \$400.00; towel service, \$3,000.00; servicing elevators, \$5,240.00.

Supplies and Materials: Cleaning and custodial supplies, \$2,000.00; repair parts and materials, non-automotive, \$250.00; general operating supplies, \$600.00; miscellaneous building supplies and materials, \$150.00
Current Charges and Obligations: Rental water coolers, \$500.00; chairs, \$200.00; clocks, \$200.00; premium on bonds, \$15.00; boiler insurance, \$2,000.00.

Structures and Improvements: \$71,500.00.

City Hall Annex:

Install new switches and risers on panel board, install outlets and fixtures in Election Department, Assessing Department and Collector's Department, balance load throughout building. Install pipe over to pull box for elevator wires	\$9,000 00
Remove existing steam driven pump, replace this unit with new motor vacuum heating pump and connect existing piping	9,000 00
Interior painting	10,000 00
Plumbing and heating	2,000 00

City Hall:

Installing proper egress	10,000 00
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3. CARE, OPERATION, AND MAINTENANCE OF OTHER CITY-OWNED BUILDINGS

Care and operation of heating units; minor repairs to buildings and installed utilities, equipment, and furnishings; care and daily cleaning of 490,000 square feet of floor space and the outside area of 17 buildings.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
91	\$335,519 00	\$125,400 00	\$44,200 00	\$65,520 00	\$250 00	\$570,889 00

Personal Services: 2 Building Maintenance Supervisors, Superintendent of Faneuil Hall, 2 Stationary Engineers, 19 Steam Firemen, 66 Custodial Workers, Watchman.

Vacation supply, \$3,675.00./

Overtime allowance, \$4,500.00 for services required on Saturdays, Sundays, holidays, and in emergencies.

Contractual Services: Electricity, \$24,000.00; gas and fuel, \$2,000.00; carpentry, \$10,000.00; electrical, \$10,000.00; plumbing and heating, \$35,000.00; painting, \$10,000.00; plastering, \$5,000.00; roofing, \$4,000.00; masonry, \$4,000.00; linoleum, \$5,000.00; miscellaneous, \$6,600.00; servicing of equipment, \$200.00; cleaning windows, \$2,000.00; extermination of vermin, \$1,000.00; custodial services: Veterans' services, \$4,200.00; Quincy Market, \$2,400.00.

Supplies and Materials: Fuel oil and coal, \$40,000.00; cleaning and custodial supplies, \$2,200.00; general operating supplies, \$200.00; lumber, hardware and miscellaneous supplies and materials, \$1,800.00.

Current Charges and Obligations: Rentals, space in office buildings for city departments, Law Department (11 Beacon Street) \$40,800.00; Veterans' Services Department (155 Washington Street), \$17,000.00; (14 State Street), \$5,720.00; rental of trucks, \$2,000.00.

Equipment: Federal, state, and city flags, \$250.00.

4. PROVIDING FACILITIES FOR USE OF THE ORGANIZED MILITIA

Providing as required by existing statutes adequate facilities for drill, housekeeping services, and suitable outdoor range for small-arms practice for certain units of the armed forces of the Commonwealth.

	Supplies Materials	Current Charges	Total
	\$4,500 00	\$12,075 00	\$16,575 00

Supplies and Materials: Fuel, oil, \$4,000.00; electric light bulbs and housekeeping supplies, \$500.00.

Current Charges and Obligations: Rental, First Corps Cadet Armory, \$11,800.00; water taxes, \$275.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
Administrative and General Services	8	\$42,420 00	\$1,150 00	\$700 00	—	—	—	\$44,270 00
Care, Operation, and Maintenance of City Hall and City Hall Annex	70	261,721 00	131,040 00	3,000 00	\$2,915 00	—	\$40,000 00	438,676 00
Care, Operation, and Maintenance of Other City-owned Buildings	91	335,519 00	125,400 00	44,200 00	65,520 00	\$250 00	—	570,889 00
Providing Facilities for Use of the Organized Militia	—	—	—	4,500 00	12,075 00	—	—	16,575 00
TOTALS	169	\$639,660 00	\$257,590 00	\$52,400 00	\$80,510 00	\$250 00	\$40,000 00	\$1,070,410 00

MARKET DIVISION, REAL PROPERTY DEPARTMENT

1-01-86

The Market Division of the Real Property Department is responsible for the leasing of the upper area of Quincy Market and of the city public market area of the Faneuil Hall Market for the sale of perishable merchandise. This market area includes the lower floor of the buildings called New Faneuil Hall and Quincy Market, and the sidewalks and cellars of these buildings. The division is also responsible for the collection of rents, for the preservation of order, the destruction of food unfit for sale, and the approval of the installation of utilities and appliances in the market buildings. The market facility operates 24 hours a day.

There are 51,000 square feet of rentable space in the market area, which is leased to 70 tenants.

A—BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approve
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$30,728 10	\$31,896 26	\$31,999 00	\$34,828 00	\$34,052 00	
2—Contractual Services . .	1,281 37	1,554 01	1,301 00	1,376 00	1,346 00	
3—Supplies & Materials . .	1,428 74	958 98	1,050 00	1,490 00	1,045 00	
4—Current Charges & Oblig's	—	—	—	—	—	
5—Equipment	—	—	—	—	—	
7—Structures & Improvements	—	—	—	—	—	
TOTALS	\$33,438 21	\$34,409 25	\$34,350 00	\$37,694 00	\$36,443 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$115,000 00

C—PROGRAM

1. OPERATION OF A MARKET FACILITY

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
7	\$34,052 00	\$1,346 00	\$1,045 00	\$36,443 00

Personal Services: Superintendent, Assistant Superintendent, Head Clerk, 4 Custodial Workers. Temporary Employee for vacation relief \$855.00. Overtime allowance, \$100.00 for services required due to emergencies and absences of regular personnel due to illness.

Contractual Services: Communications, telephone, \$120.00; light, heat and power, \$1,100.00; servicing of equipment, \$27.00; miscellaneous \$99.00.

Supplies and Materials: Heating, \$700.00; household, \$250.00; office supplies, \$75.00; miscellaneous, \$20.00.

BOSTON RETIREMENT BOARD

1-01-91

The Boston Retirement Board is responsible for the processing of all retirements under the Boston and the State-Boston Retirement Systems and maintains the administrative and financial accounts relative to both systems. Under the first system, 4 per cent is deducted from members' compensation and this amount is matched by the city, thus creating a reserve for the payment of retirement allowances as they arise. Under the second system, the employee contributes 5 per cent, but no contribution is made by the city until the time that actual retirement arrives.

At the present time the Boston System has 1,000 members as against 19,400 in the other system. The expenses of the Board are allocated 5 per cent to the Boston System and 95 per cent to the State-Boston System. Under existing law, the allocation for the latter system is paid over to the Collector-Treasurer at the beginning of each year, and the expenses, as they arise, are charged against this allowance.

A—BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$98,547 25	\$97,867 75	\$97,300 00	\$107,718 00	\$96,316 00	
Contractual Services . .	26,344 29	11,494 60	15,750 00	15,800 00	11,100 00	
Supplies & Materials . .	2,138 51	2,390 20	3,000 00	2,200 00	2,000 00	
Current Charges & Oblig's	89 56	150 00	150 00	250 00	200 00	
Equipment	518 07	117 50	750 00	90 00	—	
TOTALS	\$127,637 68	\$112,020 05	\$116,950 00	\$126,058 00	\$109,616 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Administers the work of the department, subject to the approval of the Board; prepares the annual budget; requisitions supplies and prepares annual report; supervises the financial operation of the two systems; interviews members claiming disability and determines eligibility; prepares veterans' retirement cases and prepares minutes of and takes hearings on disability cases.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$30,000 00	\$3,240 00	\$800 00	\$50 00	\$34,090 00

Personal Services: Executive Officer, Assistant Executive Officer, Disability Pension Analyst, Disability Pension Investigator, Accountant.

Contractual Services: Transportation for board member, \$40.00; medical services of 3 board members, \$3,000.00; repairs of office machines, \$200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$800.00.

Current Charges and Obligations: Rental of safety deposit vault, \$50.00.

2. MAINTENANCE OF RETIREMENT SYSTEMS

Calculates all retirements under both systems; maintains master account cards for active members and retirement allowance payment cards for retired members; prepares monthly pension rolls; and maintains statistical records. Maintains current accounts for each member of the systems; posts retirement deductions on a cumulative basis; prepares statistical data and reports; makes refunds to resigned and deceased members; provides information on retirement laws to members; enrolls new entrants and maintains an index of all members; keeps account plate for each member for circular notices regarding legislation, changes in the law, benefits, etc.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
18	\$66,316 00	\$7,860 00	\$1,200 00	\$150 00	\$75,526 00

Boston Retirement Board — Continued

Personal Services: Performance under this program is divided among the following sections:

Master Card Section: Head Pension Examiner, 2 Principal Pension Examiners, 5 Clerical Employees.

Machine Posting Division: Head Clerk, 9 Clerical Employees.

Contractual Services: Servicing of office equipment, \$300.00; travel expenses, \$60.00; printing and binding of notices to members, \$1,000.00; actuarial services, \$6,500.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,200.00.

Current Charges: Rentals, \$150.00.

D—PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Current Charges	Equipment	Total
1. Administrative and General Services .	5	\$30,000 00	\$3,240 00	\$800 00	\$50 00	\$34,090
2. Maintenance of Retirement Systems .	18	66,316 00	7,860 00	1,200 00	150 00	75,526
TOTALS	23	\$96,316 00	\$11,100 00	\$2,000 00	\$200 00	\$109,616

FINANCE COMMISSION

1-01-93

The Finance Commission is authorized to investigate matters relating to appropriations, loans, expenditures, accounts, and methods of administration affecting the City of Boston or the County of Suffolk, or any department thereof, that may appear to the commission to require investigation, and to report thereon to the Mayor, the City Council, the Governor, or the General Court.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services	\$46,269 88	\$43,026 74	\$46,200 00	\$46,450 00	\$46,450 00	
-Contractual Services	2,816 90	2,918 50	3,570 00	3,450 00	3,450 00	
-Supplies & Materials	485 51	441 08	570 00	645 00	645 00	
-Current Charges & Oblig's	5,679 71	5,731 86	9,210 00	8,405 00	8,405 00	
-Equipment	362 50	4,676 29	450 00	1,050 00	1,050 00	
TOTALS	\$55,614 50	\$56,794 47	\$60,000 00	\$60,000 00	\$60,000 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$23,250 00	\$3,200 00	\$395 00	\$5,672 00	\$1,050 00	\$33,567 00

Personal Services: Chairman, Executive Secretary, and 2 Clerical Employees. Temporary employees, \$500.00.
Contractual Services: Telephone and telegraph services, \$800.00; electricity, \$225.00; servicing of office equipment, \$100.00; printing of annual report, \$2,000.00; cleaning, \$75.00.
Supplies and Materials: Household supplies, \$45.00; postage, forms, cards, and stationery, \$300.00; twine and wrapping paper, \$50.00.
Current Charges and Obligations: Rent of office space, \$5,275.00; rental of water cooler, \$75.00; dues, \$22.00; newspaper subscriptions, \$300.00.
Equipment: Library books, \$550.00; office equipment, \$500.00.

2. INVESTIGATION AND RESEARCH

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$23,200 00	\$250 00	\$250 00	\$2,733 00	\$26,433 00

Personal Services: Investigator-Inspector (Engineer), 2 Clerks (Administrative-Analysts).
Contractual Services: Carfares of Investigators, \$250.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$250.00.
Current Charges and Obligations: Special investigations, \$2,733.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	4	\$23,250 00	\$3,200 00	\$395 00	\$5,672 00	\$1,050 00	\$33,567 00
Investigation and Research	3	23,200 00	250 00	250 00	2,733 00	—	26,433 00
TOTALS	7	\$46,450 00	\$3,450 00	\$645 00	\$8,405 00	\$1,050 00	\$60,000 00

POLICE DEPARTMENT

1-02-11

The Police Department is directed by a Police Commissioner who is appointed by the Governor. The Commission has power under the law to appoint, establish, and organize the department and to make all necessary rules and regulations for its efficiency.

The primary functions of the Police Department are the prevention of crime; the detection and apprehension of offenders if crime is committed; the protection of life and property; the preservation of public tranquillity; and the enforcement of laws and ordinances. Each year the department lists residents twenty years of age or more for registration of voters.

The area under the jurisdiction of the department totals 44.34 square miles, containing a population of 801,444 as shown by the census of 1950.

An average of 81,209 arrests is effected annually.

A — BUDGET SUMMARY

Group	1957		1958		1959		1960 Budget		Approved
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$14,099,304	29	\$14,813,522	79	\$17,625,000	00	\$17,999,135	\$17,450,000	00
2—Contractual Services . . .	414,059	91	434,766	64	350,000	00	439,220	399,000	00
3—Supplies & Materials . . .	424,538	65	451,075	45	471,450	00	499,583	459,900	00
4—Current Charges & Oblig's	10,071	55	21,006	01	40,747	00	37,141	33,141	00
5—Equipment	104,958	78	115,992	53	110,000	00	286,865	142,665	00
7—Structures & Improvements	—	—	—	—	—	—	225,000	—	—
TOTALS	\$15,052,933	18	\$15,836,363	42	\$18,597,197	00	\$19,486,944	\$18,484,706	00

B — DEPARTMENTAL REVENUE

Estimated departmental revenues from sale of licenses, permits, second-hand articles, damage to police property	<u>\$135,000 00</u>
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Formulates policy; directs entire police program; processes appointments, promotions, and separations in accordance with the law; maintains personnel files and assignment records; determines medical fitness of members of uniformed force and keeps various records of the Police Department.

Prepares payrolls and maintains payroll records; audits and records departmental expenditures; furnishes budget estimates; tabulates and compiles statistics on police operations; prepares and records all licenses granted by Police Commissioner; processes applications forwarded by Licensing Board, city and state departments for police investigation, and is responsible for all money received and disbursed by the department.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
59	\$350,000 00	\$20,860 00	\$14,285 00	\$6,552 00	\$4,570 00	\$396,267 00

Personal Services: Performance under this program is divided among the following sections:

Commissioner's Office: Commissioner, Medical Examiner, Secretary (Confidential), Secretary, 2 Assistant Secretaries, 3 Clerical Employees.
Chief Clerk's Office: Chief Clerk (Deputy Superintendent), Captain, Sergeant, 11 Patrolmen, 36 Clerical Employees.

Contractual Services: Servicing of office equipment, \$2,260.00; advertising, \$1,200.00; legal services, \$11,000.00; other professional services, \$300.00; printing of annual report, \$3,500.00; other printing and binding, \$2,600.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$10,225.00; medallions for hackney carriages, etc., \$4,060.00.

Current Charges and Obligations: Dues and subscriptions, \$925.00; rentals, \$272.00; bonds and insurance, \$5,355.00.

Equipment: Library books, \$4,570.00.

2. LAW ENFORCEMENT

Responsible for the enforcement of all laws, ordinances, and regulations which the police have authority to execute. The staff of the office of the Superintendent of Police includes the Inspector of Divisions.

There are 17 Police Divisions located in various parts of the city. These divisions use 125 automobiles, 41 motor vehicles, and 47 motorcycles. The Harbor Police maintain day and night patrol service by the 4 police boats. One division has 11 saddle horses for use in parades, traffic and escort work, etc.

The Traffic Division is responsible for the enforcement of statutes, ordinances, rules, and regulations pertaining to traffic in downtown Boston, the processing of parking violations for the entire department, and the development of a safety educational program for school children and the general public. It is estimated that 1,755,000 vehicles use the city's streets daily. Total parking violations, looked up by the personnel of the Traffic Division and mailed to car owners, amounted to 195,535.

The Crime Prevention Bureau operates a program for the prevention of delinquency among juveniles and for the rehabilitation of maladjusted children.

The Bureau of Criminal Investigation is composed of several units, namely: Identification, Automobile, Homicide, Ballistics, Chemical Laboratory, Lost, Stolen Property, Missing Persons, Special Service, Domestic Relations, Narcotics, and Vice.

Detectives assigned to the Detective Bureau are detailed to the Bureau of Criminal Investigation and the various Police Divisions.

The House of Detention is maintained for women who are arrested in the city and who, unless otherwise released, are held in charge of the Chief Matron until the next session of the court before which they are to appear. Approximately 2,867 women are detained annually.

The City Prison is maintained for males who are arrested in the city for offenses the prosecution of which is within the jurisdiction of the Central Municipal Court, and who, unless otherwise released, are held in charge of the keeper until the next session of the court before which they are to appear. The average number of persons held annually is 13,919.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
2,811	\$15,910,000 00	\$99,550 00	\$346,865 00	\$11,125 00	\$96,350 00	\$16,463,890 00

Personal Services: Performance under this program is divided among the following sections:

Superintendent's Office: Superintendent of Police, Deputy, 1 Sergeant, 1 Patrolman.

Uniform Divisions: 21 Captains, 60 Lieutenants, 168 Sergeants, 1,945 Patrolmen.

Regulation and Control of Traffic: Deputy Superintendent, Captain, 5 Lieutenants, 11 Sergeants, 205 Patrolmen.

Crime Prevention Bureau: Captain, Lieutenant, Sergeant, 12 Policewomen, Patrolman, Clerical Employee.

Bureau of Criminal Investigation: Deputy Superintendent, 5 Captains, 6 Sergeants, 57 Patrolmen, Biological Chemist, Assistant Biological Chemist, 11 Clerical Employees.

Detective Bureau: 14 Lieutenant-Detectives, 33 Sergeant-Detectives, 192 Detectives.

House of Detention: Chief Matron, Assistant Chief Matron, 11 Assistant Matrons, 4 Cleaners, Janitress.

City Prison: Captain, 2 Lieutenants, 6 Sergeants, 25 Patrolmen.

Overtime allowance for legal holiday, primary, and election days, parades, etc., \$550,000.00.

Contractual Services: Repairs and servicing of equipment, \$43,350.00; travel expenses, \$23,000.00; medical, dental, and laboratory services, \$21,500.00; services of diver, \$300.00; cleaning services, uniforms, caps, etc., \$8,000.00; veterinary, stable and horseshoeing services, etc., \$2,500.00; expert services, \$400.00; copying records, witness fees, \$500.00.

Supplies and Materials: Gasoline and diesel oil, \$112,000.00; lubricating oil, and grease, \$8,100.00; tires and tubes, \$12,500.00; repair parts and accessories, \$17,400.00; food for prisoners, \$18,000.00; medical supplies, \$900.00; postage, forms, cards, and stationery, \$59,575.00; forms for Central Complaint Unit, \$9,200.00; ammunition, targets, tear gas, etc., \$7,833.00; general operating supplies for boats, ballistics, etc., \$2,000.00; cloth for wearing apparel and making of same, \$84,857.00; photographic supplies, \$7,000.00; stable supplies, \$7,000.00; police badges, \$500.00.

Current Charges and Obligations: Rentals of garages and storage, \$10,025.00; revolver matches, \$1,000.00; notary public, \$50.00; entry fees, colleges, \$50.00.

Equipment: Engineering and scientific equipment, \$1,500.00; cots, stretchers, etc., \$200.00; saddles, bridles, etc., \$3,000.00; revolvers, \$10,000.00; sedans and wagons, \$80,000.00; boat equipment, emergency handlights, \$1,650.00.

3. MAINTENANCE AND CONTROL OF COMMUNICATIONS

The Central Complaints and Record Bureau controls communications equipment, consisting of telephone, teletype, radio, and telegraph, and through its facilities directs movement of radio cars, police boats, and ambulances. This Bureau records all crimes, arrests, and incidents on the newly installed IBM equipment.

The Signal Service Unit maintains the signal service system; supervises all telephone and teletype installations; makes minor teletype repairs; services electrical equipment; installs wiring throughout the department; and provides signs for marking taxicab stands.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
118	\$640,000 00	\$80,420 00	\$35,000 00	\$15,464 00	\$33,325 00	\$804,209 00

Personal Services: Performance under this program is divided under the following sections:

Central Complaints and Record Bureau: 2 Captains, 2 Lieutenants, 9 Sergeants, 59 Patrolmen, 12 Telephone Operators, 10 Clerical Employees.

Signal Service Unit: Director, 23 Mechanical Employees.

Contractual Services: Telephone service, \$67,000.00; repairs and servicing of equipment, \$13,420.00.

Supplies and Materials: Signal, traffic control, fire-fighting supplies and materials, \$29,000.00; radio transmitter parts and materials, \$6,000.00.

Current Charges and Obligations: Rentals, \$320.00; rental of IBM machines, \$15,144.00.

Equipment: Signal equipment, \$15,200.00; radio equipment, \$18,125.00.

Police Department — Continued

4. MAINTENANCE AND REPAIR OF POLICE BUILDINGS AND EQUIPMENT

The Senior Building Custodian is responsible for the maintenance of police buildings. The Property Clerk is responsible for servicing department automobiles and motorcycles; has charge of lost, stolen, and abandoned property and articles taken from persons arrested for any cause; and procures all supplies, uniforms, and equipment.

Annual statistics of this office are as follows: 7,578 repair jobs of departmental automobiles; 803 repair jobs of motorcycles; 18 buildings maintained.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
116	\$550,000 00	\$124,570 00	\$63,750 00	\$8,420 00	\$746,740 00
Personal Services: Senior Building Custodian, Property Clerk, Supervisor of Automotive Equipment, Assistant Supervisor of Automotive Equipment, Sergeant, Working Foreman Mechanic, 5 Clerical Employees, Diesel and Gasoline Operator, 5 Patrolmen, 18 Auto Mechanics, 2 Chauffeurs, 8 Hostlers, 71 Building Maintenance Employees.					
Contractual Services: Electricity, \$40,300.00; gas, fuel, \$3,700.00; heating Station 1, \$6,000.00; repairs and servicing of buildings and structures (carpentry and electrical), \$11,000.00; plumbing and steamfitting, \$12,000.00; painting, plastering, roofing, masonry, etc. \$37,000.00; repairs and servicing of equipment, \$5,970.00; paint and repair flag poles, \$600.00; inspection of elevators, \$2,500.00; cleaning, laundering, bedding, etc., \$4,600.00; freight and express, \$900.00.					
Supplies and Materials: Heating supplies and materials, \$42,000.00; laundry, cleaning, custodial supplies and materials, \$18,000.00; building supplies and materials, \$1,000.00; machine parts, \$600.00; tools and instruments, \$2,150.00.					
Equipment: Office furniture, \$7,520.00; miscellaneous equipment, \$900.00.					

5. POLICE LISTING SERVICE

The Police Department lists residents twenty years of age or more each year for registration of voters. Members of the department perform this duty during the regular work day.

Contractual Services	Total
\$73,600 00	\$73,600 00

Contractual Services: Services and materials for preparing police list, \$5,000.00; printing police lists, \$60,000.00; other supplies for police listing, \$8,600.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	59	\$350,000 00	\$20,860 00	\$14,285 00	\$6,552 00	\$4,570 00	\$396,267 00
2. Law Enforcement	2,811	15,910,000 00	99,550 00	346,865 00	11,125 00	96,350 00	16,463,890 00
3. Maintenance and Control of Communi- cations	118	640,000 00	80,420 00	35,000 00	15,464 00	33,325 00	804,209 00
4. Maintenance and Repair of Police Buildings and Equipment	116	550,000 00	124,570 00	63,750 00	—	8,420 00	746,740 00
5. Police Listing Service	—	—	73,600 00	—	—	—	73,600 00
TOTALS	3,104	\$17,450,000 00	\$399,000 00	\$459,900 00	\$33,141 00	\$142,665 00	\$18,484,706 00

FIRE DEPARTMENT

1-02-21

The Fire Department is responsible for extinguishing fires, the prevention of fires, and the protection of life and property.

A — BUDGET SUMMARY

Group	1957		1958		1959		1960 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
-Personal Services . . .	\$10,171,925	95	\$10,601,921	16	\$12,327,000	00	\$12,614,674	00	\$12,218,000	00
-Contractual Services . . .	276,961	84	312,932	60	307,150	00	662,795	00	362,470	00
-Supplies & Materials . . .	470,869	47	442,458	76	445,600	00	562,493	00	409,043	00
-Current Charges & Oblig's	9,441	49	9,169	95	9,458	00	12,682	00	12,682	00
-Equipment	124,476	04	158,326	07	126,736	00	693,074	00	89,729	00
-Structures & Improvements	—		71,601	81	—		—		—	
TOTALS	\$11,053,674	79	\$11,596,410	35	\$13,215,944	00	\$14,545,718	00	\$13,091,924	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$261,820 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services, maintains reports and statistics of all fires, keeps personnel records, performs cleaning and other custodial work in the Headquarters Building, and ministers to the religious needs of the department.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
45	\$218,500 00	\$16,900 00	\$3,300 00	\$158 00	\$2,083 00	\$240,941 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Commissioner, Medical Examiner, Executive Secretary, 2 Clerical Employees, 3 Fire Fighter-Aides.

General Services Section: 2 Head Clerks, 10 Clerical Employees, 4 Fire Fighters.

Payroll Section: Head Clerk, 4 Clerical Employees.

Chaplain Section: 3 Chaplains.

Custodial Section: 6 Fire Fighters, 7 Custodial Workers (Janitresses).

Overtime: Closing accounts, \$500.00.

Contractual Services: Telephone service, \$14,000.00; advertising, \$600.00; cleaning of windows, \$2,300.00.

Supplies and Materials: Gasoline and oil, \$1,000.00; postage, forms, cards, and stationery, \$2,000.00; tires and tubes, \$300.00.

Current Charges and Obligations: Dues and subscriptions, \$158.00.

Equipment: Library books, \$83.00; air conditioners, \$2,000.00.

2. EXTINGUISHING FIRES AND PROTECTING LIFE AND PROPERTY

Responsible for the extinguishment of fires and the protection of life and property in emergencies. Available facilities include 41 Engine Companies, 5 Engine Squads, 30 Ladder Companies, 1 Rescue Company, 2 Water Towers, 3 Mobile Fighting Plants, 2 Fireboats, and 2 High Pressure Stations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1,856	\$10,701,000 00	\$23,380 00	\$146,843 00	\$5,703 00	\$53,608 00	\$10,930,534 00

Personal Services: Performance under this program is divided among the following sections:

Headquarters Section: Chief of Department, 2 Assistant Fire Chiefs, 2 District Chiefs, 4 Captains, 2 Lieutenants, 14 Fire Fighter-Aides.

Maintenance Section: Engineer in Charge, Assistant Engineer in Charge, 13 Engineers — High Pressure.

Fire Fighting Force: 8 Deputy Chiefs, 42 District Chiefs, 81 Captains, 209 Lieutenants, Chief Marine Engineer, 9 Fire Fighter-Masters,

8 Fire Fighter-First Engineers, 10 Fire Fighter-Second Engineers, 1,438 Fire Fighters, 9 Fire Fighter-Aides, Fire Fighter-Apparatus Operator.

Provision for overtime pay, as provided by city ordinance, for members of the department required to work on holidays, \$224,000.00.

Contractual Services: Gas, fuel, \$3,100.00; steam heat, \$5,000.00; servicing of equipment, \$1,000.00; travel expenses to attendance at International Association of Fire Chiefs, Rochester, \$300.00; travel expenses to attend conferences with view toward gaining knowledge of operation and training procedures, \$700.00; manufacture of uniforms, \$5,000.00; medical examinations, \$300.00; musical instructor, \$780.00; cleaning towels and bed linen, \$6,000.00; repairs to uniforms, \$700.00; printing and binding, \$500.00.

Fire Department — Continued

Supplies and Materials: Gasoline, diesel oil, grease, and automobile repair parts, \$58,500.00; bed linen, \$1,000.00; medical supplies, \$1,500.00; forms, cards, and stationery, \$10,000.00; canister refills for masks, \$18,300.00; parts for repair of gas masks, inhalators, resuscitators, smoke ejectors, pumps, and other fire-fighting equipment, \$15,343.00; cloth for the manufacture of uniforms, \$9,135.00; wearing apparel, \$13,865.00; fire fighting supplies, \$16,200.00.

Current Charges and Obligations: Rental of high pressure stations, \$4,800.00; dues and subscriptions, \$903.00.

Equipment: Office furniture, \$5,000.00; household furniture, \$7,000.00; electrical and mechanical equipment, \$4,100.00; library books, \$25.00; fire-fighting equipment, \$4,058.00; 35,000 feet of various sizes of hose, \$30,500.00; 50 flood lights, \$2,000.00; American flags, \$820.00; lawn mowers and fire buckets, \$105.00.

3. ENFORCEMENT OF FIRE PREVENTION LAWS AND ISSUANCE OF RELATED PERMITS AND LICENSES

Responsible for the enforcement of all laws, ordinances, and rules pertaining to fire prevention, and the issuance of permits and certificates of registration for the storage of inflammable fluids and explosives. Investigates fires of incendiary and suspicious origin; inspects various types of buildings and structures; checks the storage of inflammable fluids and of burner installations and instructs school children in fire prevention matters. Seventy-three thousand five hundred and thirty-six inspections are made in a year.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
61	\$300,000 00	\$1,500 00	\$13,700 00	\$4,251 00	\$1,058 00	\$320,509 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Assistant Fire Chief, 4 Fire Fighter-Aides, Analytical Chemist, Head Clerk and Secretary, 18 Clerical Employees, Inspection and Investigation Section: Captain-Assistant to Chief, Captain, 9 Lieutenants, 25 Fire Fighters.

Contractual Services: Attendance at conference of National Fire Protection Association to be held in Montreal, \$300.00; printing fire prevention regulations, \$1,000.00; up dating of maps, \$200.00.

Supplies and Materials: Gasoline, oil, and automotive supplies, \$1,200.00; postage, forms, cards, and stationery, \$9,000.00; photographic supplies, \$1,000.00; general operating supplies, \$2,500.00.

Current Charges and Obligations: Rental postage meter, \$120.00; dues and subscriptions, \$50.00; premium on surety bond, \$25.00; rental of Remington Rand equipment, \$4,056.00.

Equipment: Library books, \$58.00; laboratory equipment, \$1,000.00.

4. SIGNAL SYSTEM OPERATION AND MAINTENANCE

Responsible for the proper and efficient operation of the fire alarm signal service, including the receiving and transmission of alarms to the Fire Fighting Force, and telephone and radio communications. Maintains and repairs 2,130 fire alarm boxes, 175 miles of overhead and 400 miles of underground signal wires and cables, and the electrical and power systems in fire stations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
80	\$466,500 00	\$92,725 00	\$85,100 00	\$467 00	\$28,380 00	\$673,172 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Superintendent of Fire Alarm.

Operating Section: Assistant Superintendent, 28 Alarm Operators, 7 other employees.

Fire Alarm Construction Section: Assistant Superintendent, General Foreman, Radio Supervisor, 3 Foremen, 8 Working Foremen, 6 Inside Wiremen, 7 Linemen, 5 Cable Splicers, 11 other employees.

Overtime: In the event of severe storms, \$1,500.00.

Contractual Services: Telephone services, \$4,900.00; electricity, \$3,000.00; gas, fuel, \$500.00; electrical repairs in fire stations, fireboats and fire alarm boxes, \$24,000.00; replacement, relocation of fire alarm boxes, \$25,000.00; installation of underground cable ducts and other signaling equipment, \$30,000.00; repairs for various electrical machinery, tools, and motors, \$1,100.00; repairs to fire alarm tappers, registers, and electrical equipment, \$3,000.00; attendance at International Association of Municipal Signal Engineers, New York City, \$175.00; photographing fire alarm maps, \$200.00; services of the Underwriters' laboratory, \$800.00; express charges, \$50.00.

Supplies and Materials: Gasoline, oil, and automotive parts, \$3,400.00; electric lamps and custodial supplies, \$3,000.00; postage, forms, cards, and stationery, \$500.00; building supplies, \$2,000.00; fire alarm underground cable, \$20,000.00; alarm posts, box sections, globes, and fire alarm parts, \$24,500.00; storage batteries, radio parts, and materials for the upkeep of fire alarm system, \$28,200.00; tools and instruments, \$3,000.00; blueprinting, drafting, and engineering supplies, \$500.00.

Current Charges and Obligations: Rental of ducts for fire alarm cable and post office box, \$430.00; dues and subscriptions, \$37.00.

Equipment: Engineering and scientific equipment, \$1,000.00; library books, \$80.00; electrical equipment, \$2,300.00; fire alarm boxes, radio equipment, tappers, gongs, registers, sirens, control panels, and miscellaneous fire alarm equipment, \$25,000.00.

5. PLANT AND EQUIPMENT MAINTENANCE AND REPAIR

Responsible for the maintenance of 48 department buildings, 165 pieces of apparatus, and 2 fireboats. Makes repairs on motor vehicles and fire apparatus. Requisitions necessary equipment, supplies, materials, and contractual services, maintains inventory system, and records cost of building and equipment repair. Supervises and inspects repair work performed by private contractors.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
113	\$532,000 00	\$227,965 00	\$160,100 00	\$2,103 00	\$4,600 00	\$926,768 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: District Chief (Superintendent of Maintenance), 2 Fire Fighter-Aides, General Foreman.

Allocating and Storeroom Section: Head Administrative Clerk, 10 Clerical Employees, Heavy Motor Equipment Operator.

Motor Equipment Repair Section: General Foreman, 3 Working Foremen, 24 Repairmen, Garage Attendant, Welder.

Building Maintenance Section: General Foreman, 4 Foremen, 12 Mechanics.

Boiler Room Section: 2 Stationary Engineers, Foreman.

Blacksmith Shop: 1 Working Foreman, 2 Blacksmiths.

Hose and Harness Shop: Working Foreman, 4 Leather and Canvas Workers.

Machine Shop: Foreman, Machinist.

Apparatus Paint Shop: Working Foreman, 2 Spray Painters.

Custodial Section: 2 Junior Building Custodians.

Maintenance Division: Uniformed Section: Motor Apparatus Engineer, Captain, 2 Assistant Engineers, 7 Engineers-in-charge, Assistant

Cardox Engineer, 16 Engineers-Motor Squad, 4 Fire Fighters. Overtime, repairing apparatus and equipment, \$2,000.00.

Contractual Services: Electricity, gas, and steam heat, \$71,000.00; general carpentry and maintenance of overhead doors and buildings, \$12,765.00; monthly inspection of elevators, \$1,800.00; painting of fire stations, \$7,000.00; installing new heating plants and plumbing repairs, \$6,550.00; general repairs to buildings and structures, \$39,400; repair and servicing of autos, trucks, machinery, and tools, \$61,000.00; installation and repair of oil burners, \$5,000.00; renovation of mattresses, repairs to furniture and equipment, \$5,200.00; express charges, \$250.00; extermination of vermin, \$500.00; miscellaneous services, \$2,500.00; fireboat repairs, \$15,000.00.

Supplies and Materials: Gasoline, oil, grease, and automotive supplies, \$29,600.00; heating supplies, \$80,000.00; custodial supplies and materials, 4,500.00; postage, forms, cards, and stationery, \$1,500.00; building materials, plumbing, paints, and hardware supplies, \$20,000.00; repair parts and materials for fire-fighting equipment, \$8,000.00; wheat light batteries, parts, materials for machinery and equipment, \$11,500.00; tools and instruments, \$3,500.00; miscellaneous supplies and materials, \$1,500.00.

Current Charges and Obligations: Dues and subscriptions, \$3.00; boiler insurance, \$2,100.00.

Equipment: Air compressors and miscellaneous shop tools, \$4,600.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	45	\$218,500 00	\$16,900 00	\$3,300 00	\$158 00	\$2,083 00	\$240,941 00
2. Extinguishing Fire and Protecting Life and Property	1,856	10,701,000 00	23,380 00	146,843 00	5,703 00	53,608 00	10,930,534 00
3. Enforcement of Fire Prevention Laws and Issuance of Related Permits and Licenses	61	300,000 00	1,500 00	13,700 00	4,251 00	1,058 00	320,509 00
4. Signal System Operation and Main- tenance	80	466,500 00	92,725 00	85,100 00	467 00	28,380 00	673,172 00
5. Plant and Equipment Maintenance and Repair	113	532,000 00	227,965 00	160,100 00	2,103 00	4,600 00	926,768 00
TOTALS	2,155	\$12,218,000 00	\$362,470 00	\$409,043 00	\$12,682 00	\$89,729 00	\$13,091,924 00

BUILDING DEPARTMENT

1-02-30

The Building Department consists of the Building Department, the Board of Appeal, the Board of Examiners, the Beacon Hill Architectural Commission, Demolition or Restoration of Abandoned Properties and Unsafe Buildings, Securing Removing, etc. Although the Building Commissioner and the members of the Boards have independent jurisdiction, the appropriations for the six parts of the department are combined for the purpose of general administration.

The department's activities are carried on by four divisions, and a summary of the divisional appropriations is given below:

Title	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Building Department . . .	\$643,154 85	\$670,468 05	\$699,835 00	\$787,237 00	\$707,550 00	
Board of Appeal . . .	29,228 94	30,340 09	31,404 00	34,041 00	32,641 00	
Board of Examiners . . .	8,964 50	9,071 04	9,079 00	9,548 00	9,548 00	
Beacon Hill Architectural Commission . . .	1,070 94	1,049 86	1,100 00	2,000 00	1,400 00	
Demolition or Restoration of Abandoned Properties . .	18,378 34	244,616 37	225,000 00	319,120 00	225,000 00	
Unsafe Buildings, Securing, Removing, etc.	74,565 27	—	—	—	—	
TOTALS	\$775,362 84	\$955,545 41	\$966,418 00	\$1,151,946 00	\$976,139 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$628,455 02	\$678,274 08	\$708,298 00	\$790,496 00	\$719,649 00	
2—Contractual Services . .	41,874 32	19,549 86	21,150 00	29,050 00	21,100 00	
3—Supplies & Materials . .	10,780 55	11,847 54	10,640 00	8,800 00	8,730 00	
4—Current Charges & Oblig's	137 00	72 00	80 00	150 00	110 00	
5—Equipment	101 40	135 70	150 00	2,330 00	150 00	
Special Appropriation . . .	94,014 55	245,666 23	226,100 00	321,120 00	226,400 00	
TOTALS	\$775,362 84	\$955,545 41	\$966,418 00	\$1,151,946 00	\$976,139 00	

In the pages that follow the detail applicable to each of the four divisions of the department is presented.

BUILDING DEPARTMENT

1-02-31

The Building Department administers and enforces the provisions of law governing the erection, alteration, repair, maintenance, use, occupancy, moving, or demolition of all buildings and structures in the city except those specifically exempted from the provision of the code. To this end the law empowers the commissioner to issue permits for the erection and alteration of buildings and structures; for the installation, extension, repair, and replacement of plumbing, gas fitting, fire extinguishing apparatus, and elevators; for the installation of steam boilers, heaters, and other heat-producing apparatus; and for engines and dynamos.

The Building Department is also charged with the responsibility for granting permits for and inspection of electric conductors and appliances.

The Zoning Law is administered by this department. This act regulates and defines the use to which any premises may be put according to specific areas designated as residential, business, industrial, and unrestricted.

The Building Department also licenses persons certified by the Board of Examiners as qualified to engage in or work at the business of gas fitting in Boston; registers licensed master plumbers doing work in the City of Boston; examines and licenses as qualified welders persons so qualified; and grants licenses for the operation of elevators in the City of Boston.

In addition, the department administers the laws establishing a minor code of safety for buildings, elevators, etc.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$592,052 20	\$640,539 92	\$669,500 00	\$750,147 00	\$679,300 00	
—Contractual Services . .	40,801 97	18,448 01	20,050 00	27,350 00	20,000 00	
—Supplies & Materials . .	10,067 28	11,277 42	10,060 00	8,000 00	8,000 00	
—Current Charges & Oblig's	132 00	75 00	75 00	140 00	100 00	
—Equipment	101 40	127 70	150 00	1,600 00	150 00	
TOTALS	\$643,154 85	\$670,468 05	\$699,835 00	\$787,237 00	\$707,550 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$381,500 00

C — PROGRAM

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services. Maintains reports and statistics, and processes complaints.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
34	\$181,450 00	\$3,037 50	\$3,900 00	\$100 00	\$150 00	\$188,637 50

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Building Commissioner, Deputy Building Commissioner, Executive Secretary, Assistant Executive Secretary, Senior Legal Assistant, Legal Assistant, 2 Principal Clerks, Motor Equipment Operator.

General Services: 2 Head Administrative Clerks, Head Complaint Clerk, 2 Head Clerks, Head Cashier, Head Statistical Clerk, Supervisor of Street Numbering, Street Numbering Inspector, Senior Cashier, 15 Clerical Employees.

Overtime for work indexing, cataloging, or recording of applications, permits, and other records, \$7,450.00.

Contractual Services: Servicing of office equipment, \$400.00; carfares, \$150.00; professional services and recording of hearings, \$600.00; telephone service, \$87.50; recording and judicial services, \$500.00; photographing, \$300.00; teletype, \$1,000.00.

Supplies and Materials: Gas, oil, and automotive parts, \$150.00; postage, cards, forms, stationery, \$3,500.00; flashlights, bulbs, batteries, and wrapping paper, \$250.00.

Current Charges and Obligations: Dues and subscriptions, \$50.00; premiums on surety bonds, \$50.00.

Equipment: Library books, \$150.00.

Building Department — Continued

2. ISSUANCE OF PERMITS AND LICENSES

Receives applications and issues licenses for the keeping and storage of inflammables; grants permits for maintenance of public and private garages; and licenses, supervises, and inspects public parking areas. During the year 664 licenses and permits were issued.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
3	\$14,800 00	\$185 00	\$150 00	\$15,135 00

Personal Services: Chief Permit Supervisor, Principal Clerk, Investigator.

Contractual Services: Carfare, \$100.00; telephone service, \$85.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$150.00.

3. PLAN EXAMINATIONS AND TECHNICAL INVESTIGATION

Examines and checks all plans for the erection, alteration, and extension of buildings. During the past year 1,550 plans for building construction or alterations were checked. The division also interprets the zoning law, examines all plans and applications for conformance with zoning law, and revises the zoning maps. During the year 1,875 plans and applications were acted upon.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
9	\$54,000 00	\$425 00	\$100 00	\$54,525 00

Personal Services: Principal Structural Engineer, Technical Assistant, 4 Senior Construction Engineers, Zoning Administrator, 2 Building Plan Examiners.

Contractual Services: Telephone, \$75.00; carfares, \$150.00; map revisions, \$200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$100.00.

4. CONSTRUCTION AND SAFETY EXAMINATIONS

Inspects all buildings in the process of erection or alteration for complete compliance with plans filed. Corrections necessary are reported, and any violations of building or zoning laws are noted and followed up. During the past year 37,555 inspections were made. The egress inspectors examine all buildings, including halls, places of assembly, apartment buildings, etc., as to proper and sufficient means of egress. During the year 30,350 inspections were made.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
36	\$167,800 00	\$6,075 00	\$2,000 00	\$175,875 00

Personal Services: Performance under this program is divided among the following sections:

Construction and Safety Section: Head of Construction and Safety, 2 Chief Building Inspectors, 22 Building Inspectors, Building Construction Repair Inspector.

Egress Section: Chief Egress Inspector, 2 Senior Egress Inspectors, 1 Egress Inspector, 6 Zoning-Egress Inspectors.

Overtime: Inspections on special occasions such as New Year's Eve in places of assembly, \$300.00.

Contractual Services: Carfares, \$6,000.00; telephone, \$75.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.

5. MECHANICAL INSPECTIONS

Inspects all sprinkler and standpipe installations, alterations, repairs, or replacements, and passes on the requirements for sprinklers in buildings. During the year 6,067 inspections and tests were made.

Inspects all plumbing installations, repairs, and replacements, reviews the layout for plumbing systems in large buildings, and passes on the use of various types of plumbing fixtures and appliances in the city. During the year 8,567 inspections and tests were made.

Inspects all gasfitting installations, repairs, and replacements; investigates all accidents due to use of gas and passes on approval for use in Boston of various gas-consuming fixtures and appliances. During the year 17,982 inspections and tests were made.

Inspects all elevator and dumb-waiter installations, alterations, and repairs, and supervises an annual test of elevators as required by law. Tests and certifies all applicants for licenses to operate freight and passenger elevators and investigates and reports on all accidents in connection with use of elevators. During the past year 8,932 inspections and tests were made and 5,262 licenses issued.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
31	\$139,250 00	\$5,200 00	\$350 00	\$144,800 00

Personal Services: Performance under this program is divided among the following sections:

Sprinkler Inspection Section: Head of Mechanical Inspection, Chief Sprinkler Inspector, 3 Inspectors.

Plumbing Inspection: Chief Plumbing Inspector, 7 Inspectors.

Gas Fitting Inspection: Chief Gas Fitting Inspector, 7 Inspectors.

Elevator Inspection: Chief Elevator Inspector, 9 Elevator Inspectors.

Overtime: The preparation of examinations by the Secretary of the Board of Examiners of Gas Fitters, \$250.00.

Contractual Services: Carfares, \$5,000.00; telephone, \$200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$250.00; flashlights and batteries, \$100.00.

6. ELECTRICAL INSPECTIONS

Inspects all installations of wiring systems for light, heat, and power, and passes on the use of electrical appliances. During the past year 37,458 inspections were made.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
24	\$122,000 00	\$5,077 50	\$1,500 00	\$128,577 50

Personal Services: Superintendent of Electrical Inspection, Chief Electrical Inspector, 22 Inspectors.

Contractual Services: Carfares, \$5,000.00; telephone, \$77.50.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,500.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	34	\$181,450 00	\$3,037 50	\$3,900 00	\$100 00	\$150 00	\$188,637 50
Issuance of Permits and Licenses	3	14,800 00	185 00	150 00	—	—	15,135 00
Plan Examinations and Technical In- vestigations	9	54,000 00	425 00	100 00	—	—	54,525 00
Construction and Safety Examinations	36	167,800 00	6,075 00	2,000 00	—	—	175,875 00
Mechanical Inspections	31	139,250 00	5,200 00	350 00	—	—	144,800 00
Electrical Inspections	24	122,000 00	5,077 50	1,500 00	—	—	128,577 50
TOTALS	137	\$679,300 00	\$20,000 00	\$8,000 00	\$100 00	\$150 00	\$707,550 00

DEMOLITION OR RESTORATION OF ABANDONED BUILDINGS

1-02-35

This appropriation is made to cover the expenses incurred in carrying on the program of securing and removing unsafe buildings, the program to ascertain that every dwelling meets at least the minimum standards for human habitation, in coordinating the activities of various city departments with respect to the demolition or restoration of abandoned properties and to the disposition of vacant demolition sites.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Demolition or Restoration of Abandoned Buildings	\$18,378 34	\$244,616 37	\$225,000 00	\$319,120 00	\$225,000 00	

BOARD OF APPEAL, BUILDING DEPARTMENT

1-02-32

The Board of Appeal is empowered to review the decisions of the Building Commissioner with respect to the building and zoning laws administered by him. Applications for review are received, hearings are held, a detailed record is kept of the proceedings, and the decisions of the Board are recorded in writing.

During the past year 228 appeals were received; 27 were sustained, 160 were sustained with provisos, 37 were dismissed, 8 are pending, 140 hearings were held.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$27,689 18	\$28,810 24	\$29,874 00	\$31,111 00	\$31,111 00	
2—Contractual Services . .	1,072 35	1,101 85	1,100 00	1,700 00	1,100 00	
3—Supplies & Materials . .	467 41	428 00	430 00	500 00	430 00	
5—Equipment	—	—	—	730 00	—	
TOTALS	\$29,228 94	\$30,340 09	\$31,404 00	\$34,041 00	\$32,641 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960	<u>\$5,000 00</u>
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C — PROGRAM

1. REVIEW OF APPEALS REGARDING BUILDING AND ZONING LAWS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
8	\$31,111 00	\$1,100 00	\$430 00	\$32,641 00

Personal Services: 5 Members, Head Clerk, and 2 Clerical Employees.

Contractual Services: Advertising public hearings in newspapers, \$1,100.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$430.00.

BOARD OF EXAMINERS, BUILDING DEPARTMENT

1-02-33

The Board of Examiners is responsible for the examination of persons who desire to act as superintendents of work erection, alteration, moving, shoring, and taking down buildings and structures. Licenses are issued to those qualified.

During the past year 253 persons were examined. Total licenses now outstanding: total, 2,323; renewals, 2,064, issues, 140, new licensees, 119.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$8,713 64	\$8,923 92	\$8,924 00	\$9,238 00	\$9,238 00	
-Supplies & Materials . .	245 86	142 12	150 00	300 00	300 00	
-Current Charges & Oblig's	5 00	5 00	5 00	10 00	10 00	
TOTALS . . .	\$8,964 50	\$9,071 04	\$9,079 00	\$9,548 00	\$9,548 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960	\$9,000 00
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C — PROGRAM

1. REGULATION OF BUILDERS' LICENSES

Personal Services No.	Amount	Supplies Materials	Current Charges	Total
4	\$9,238 00	\$300 00	\$10 00	\$9,548 00

Personal Services: Chairman, 2 Members, Principal Clerk.
 Supplies and Materials: Postage, forms, cards, and stationery, \$300.00.
 Current Charges and Obligations: Premium on surety bond, \$10.00.

BEACON HILL ARCHITECTURAL COMMISSION

1-02-34

The Commission was established by the General Court of the Commonwealth to "promote the educational, cultural, economic and general welfare of the public through the preservation of the historic Beacon Hill District, and to maintain said district as a landmark in the history of architecture and as a tangible reminder of old Boston as it existed in the early days of the Commonwealth."

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Beacon Hill Architectural Commission	\$1,070 94	\$1,049 86	\$1,100 00	\$2,000 00	\$1,400 00	

CIVIL DEFENSE ACTIVITIES

1-02-41

The Civil Defense activities consist of the preparation for carrying out all emergency functions, except those for which military forces other than the National Guard are primarily responsible, for the purpose of minimizing and repairing damage resulting from disasters caused by attack or other hostile action or by natural causes.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$52,776 47	\$51,865 90	\$57,300 00	\$57,155 00	\$55,180 00	
2—Contractual Services . .	15,275 05	14,501 22	14,600 00	15,830 00	15,000 00	
3—Supplies & Materials . .	2,066 85	1,167 51	1,140 00	1,400 00	1,140 00	
4—Current Charges & Oblig's	292 34	148 75	198 00	200 00	200 00	
TOTALS . . .	\$70,410 71	\$67,683 38	\$73,238 00	\$74,585 00	\$71,520 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAM

I. PLANNING THE MOBILIZATION OF COMMUNITY RESOURCES FOR EMERGENCIES

General supervision and direction of departmental activities. Provides clerical and stenographic services. Responsible for Civil Defense planning, survey, enrollment, and control center activities.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
11	\$55,180 00	\$15,000 00	\$1,140 00	\$200 00	\$71,520 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Secretary.

General Services Section: 3 Clerical Employees.

Operation Section: Deputy Director, 5 Assistant Directors.

Overtime: \$300.00.

Contractual Services: Telephone service, \$9,000.00; electricity for sirens, \$1,200.00; maintenance of air warning equipment, \$3,100.00; transportation expenses to attend meetings and test exercises at the control centers, \$900.00; express charges, \$100.00; printing of instruction \$100.00; repairs to equipment, \$600.00.

Supplies and Materials: Gas, tires, and parts, \$500.00; postage, forms, cards, and stationery, \$600.00; miscellaneous supplies and material \$40.00.

Current Charges and Obligations: Registration of automobiles and trucks, \$100.00; rental of water cooler, \$100.00.

BOSTON TRAFFIC DEPARTMENT

1-02-51

The Boston Traffic Department establishes rules and regulations for the control of vehicular street traffic in Boston and is responsible for the erection, repair, and maintenance of traffic signs, signals, parking meters, and other mechanical traffic control devices.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$524,248 66	\$518,162 92	\$515,750 00	\$553,296 00	\$528,950 00	
-Contractual Services . . .	103,965 44	147,781 11	168,500 00	206,100 00	155,150 00	
-Supplies & Materials . . .	84,007 12	84,587 31	75,220 00	124,820 00	60,920 00	
-Current Charges & Oblig's	1,531 63	806 50	890 00	2,050 00	1,900 00	
-Equipment	20,513 28	16,073 33	26,700 00	63,750 00	16,000 00	
TOTALS	\$734,266 13	\$767,411 17	\$787,060 00	\$950,016 00	\$762,920 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$500,100 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services; prepares reports and maintains the vehicular traffic code; performs cleaning and custodial work in the department building and garage, totaling 26,500 square feet.

Responsible for the operation and maintenance of all motor vehicles. The vehicles include 23 trucks, 8 passenger cars, and 3 line-marking machines.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
17	\$85,056 00	\$15,900 00	\$12,155 00	\$1,450 00	\$500 00	\$115,061 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Commissioner, Chief Engineer, Deputy Commissioner and Secretary.

General Services Section: Head Administrative Clerk, 6 Clerical Employees, Motor Equipment Operator.

Building Maintenance Section: Building Maintenance Man, Traffic Sign Maintenance Man, Senior Building Maintenance Mechanic.

Motor Equipment Maintenance Section: 3 Repairmen.

Contractual Services: Telephone service, \$1,000.00; electricity for plant, \$3,600.00; gas for heating, \$200.00; carpentry, \$200.00; electrical repairs, \$200.00; repairs and maintenance of boilers, \$1,000.00; building repairs, \$300.00; A.D.T. burglar alarm system, \$950.00; repairs to 30 vehicles in fleet, \$3,000.00; servicing of office equipment, \$300.00; travel expenses to National Safety Council, \$250.00; advertising and posting of amendments to traffic rules, \$3,000.00; window cleaning service, \$400.00; towel service, \$360.00; printing traffic rules and regulations reports, \$240.00; repairs to tools, \$400.00; servicing of elevator, \$500.00.

Supplies and Materials: Gasoline, oil, grease, \$4,560.00; tire tubes, motor accessories, \$1,440.00; laundry, cleaning, custodial supplies and materials, \$500.00; fuel oil, \$3,100.00; first aid supplies, \$5.00; postage, cards, forms, and stationery, \$1,900.00; garage tools, \$200.00; miscellaneous supplies and materials, \$450.00.

Current Charges and Obligations: Water taxes, motor vehicle registration, dues and subscriptions, \$350.00; rentals, \$100.00; insurance and bonding, \$1,000.00.

Equipment: Miscellaneous equipment, \$500.00.

2. TRAFFIC PLANNING AND ENGINEERING

Responsible for the making of traffic engineering studies and surveys to discover major and minor measures for the relief of vehicular traffic congestion; making technical studies, including intersection counts to determine need for and timing of traffic signals and location of pavement painting; making parking surveys to provide for more equitable distribution of street parking opportunities.

Average annual statistics are as follows: 150 traffic engineering studies, 15 street parking surveys, 150 intersection vehicular volume counts, 125 other technical studies, 1,300 complaints and suggestions investigated.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
20	\$102,596 00	\$2,780 00	\$600 00	\$100 00	\$106,076 00

Boston Traffic Department — Continued

Personal Services: Associate Traffic Engineer, Senior Electrical Engineer, 3 Senior Traffic Engineers, Junior Civil Engineer, Senior Civil Engineer (Draftsman), Chief Traffic Investigator, 8 Senior Traffic Investigators, 4 Traffic Investigators. Overtime for Traffic Engineers and Investigators, \$500.00.

Contractual Services: Telephone service, \$630.00; servicing of equipment, \$100.00; carfares and mileage, \$1,950.00; photographing and blueprinting, \$100.00.

Supplies and Materials: Traffic engineering forms, \$200.00; drafting supplies, \$400.00.

Current Charges and Obligations: Membership in the Institute of Traffic Engineers, \$80.00; dues and subscriptions, \$20.00.

3. TRAFFIC SIGN INSTALLATION AND MAINTENANCE

Prepares, installs, and maintains visual mechanical control devices designed to guide and control moving and standing vehicles and pedestrians on 750 miles of public streets and 202 bridges; maintains all pavement markings and curb painting and supervises roping of streets for parades. Traffic signs are prepared by Paint Shop personnel.

Average annual statistics for the section are as follows: 37,130 traffic signs maintained, 2,800 new signs painted and erected, 2,000 signs reconditioned, 255 miles of roadway safety lines painted, and 1,242 loading zones painted and maintained on curbs, involving 42,000 linear feet of painting.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
20	\$84,818 00	\$64,450 00	\$36,655 00	\$450 00	\$186,373 00

Personal Services: Traffic Sign Supervisor, Traffic Sign Foreman, Principal Clerk, 3 Painters, 4 Heavy Motor Equipment Operators, Working Foreman Traffic Sign Maintenance Man, 9 Traffic Sign Maintenance Men. Overtime: Painting of loading zones and the installation of traffic signs in the downtown area requires that the work be done on Sundays, \$2,000.00.

Contractual Services: Telephone service, \$550.00; repair of machinery and tools, \$675.00; roping of streets for parades, \$3,000.00; carfare \$200.00; servicing of office equipment, \$25.00; painting of crosswalks, center lines, etc., \$60,000.00.

Supplies and Materials: Chemical cleaners for traffic sign plates, \$600.00; traffic sign shop forms, \$50.00; building materials and supplies \$4,800.00; traffic sign blanks, paints, scotchlite, \$28,600.00; general operating supplies, \$800.00; repair parts for spray guns, air compressor and marking machine, \$1,250.00; tools, \$500.00; wearing apparel, \$50.00; first aid supplies, \$5.00.

Equipment: Tools, \$450.00.

4. ELECTRIC TRAFFIC SIGNAL INSTALLATION AND MAINTENANCE

Installs and maintains electric traffic control devices designed to guide and control the moving vehicles and pedestrians that use the public streets. The signals maintained include 226 sets of pretimed traffic signals, 1 set of traffic actuated signals, 102 sets of pedestrian signals, 58 warning flashers, and 4 sets of bridge signals (manuals).

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
21	\$90,674 00	\$64,050 00	\$9,855 00	\$14,550 00	\$179,129 00

Personal Services: Assistant Electrical Engineer, Senior Electrical Equipment Repairman, Traffic Sign Maintenance Man, Assistant Traffic Signal Supervisor, Chief Traffic Signal Inspector, 4 Traffic Signal Inspectors, Principal Clerk and Typist, 2 Electrical Equipment Repairmen, Working Foreman Traffic Signal Repairman, 8 Traffic Signal Repairmen.

Contractual Services: Telephone service, \$750.00; electricity for traffic signals, \$61,200.00; repairs to machinery and tools, \$100.00; carfare and mileage, \$1,200.00; servicing office equipment, \$100.00; relocation of traffic signal posts, \$700.00.

Supplies and Materials: Cleaning materials, \$100.00; miscellaneous hardware, \$300.00; traffic signal supplies, \$7,750.00; electric conduit, ground clamps, electrical supplies and tools, \$1,500.00; first aid supplies, \$5.00; record forms, \$100.00; wearing apparel, \$100.00.

Equipment: Signal equipment, \$13,470.00; miscellaneous equipment, \$1,080.00.

5. PARKING METER MAINTENANCE AND COLLECTIONS

Responsible for the maintenance and general surveillance of parking meter installations; paints and maintains parking meter lines and overhauls parking meter mechanisms. Collections are made from receptacles, and are deposited with the First National Bank for counting and recording.

Average annual statistics are as follows: 8,220 parking meters maintained, 410,000 individual meter collections at rate of 50 collections per year per meter, and \$453,365.00 collected in meter revenues.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
34	\$140,792 00	\$7,300 00	\$1,405 00	\$350 00	\$500 00	\$150,347 00

Personal Services: Parking Meter Supervisor, Senior Parking Meter Collector, Principal Account Clerk, 6 Parking Meter Collectors, 5 Motor Equipment Operators, Parking Meter Maintenance Foreman, 10 Parking Meter Maintenance Men, Head Parking Meter Repair and Maintenance Man, 2 Parking Meter Clock Repairmen, 5 Parking Meter Repairmen, Laborer.

Temporary Employees: Vacation supply, \$1,650.00. Overtime, \$500.00.

Contractual Services: Telephone service, \$900.00; servicing of office machines and tools, \$100.00; carfares, \$800.00; periodic investigations Pinkerton, \$1,500.00; accounting of receipts, \$4,000.00.

Supplies and Materials: Household supplies, \$300.00; forms and stationery, \$100.00; first aid supplies, \$5.00; wearing apparel, \$100.00; parking meter tools, \$500.00; miscellaneous supplies, \$400.

Current Charges and Obligations: Premium on surety bonds, \$350.00.

Equipment: Miscellaneous equipment, \$500.00.

6. TRAFFIC SAFETY EDUCATION

Develops a program for pedestrian and vehicular safety through public addresses, demonstrations, participation in reference groups, the use of radio, motion pictures, the press, photographs, store window displays. A program of making lar surveys of motor vehicle speeds has been initiated to provide information for use in driver safety education. This vision participates in the city's driver training school and in driver training in the Boston public schools — maintains ord of accidents and periodical analysis of accidents.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
5	\$25,014 00	\$670 00	\$250 00	\$25,934 00

Personal Services: Director of Traffic Safety Education, Assistant Director of Traffic Safety Education, Senior Traffic Investigator, 2 Clerical Employees.

Contractual Services: Telephone service, \$370.00; servicing of office equipment, \$100.00; mileage, \$100.00; printing, \$100.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$50.00; miscellaneous supplies, \$200.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration and General Services . . .	17	\$85,056 00	\$15,900 00	\$12,155 00	\$1,450 00	\$500 00	\$115,061 00
Traffic Planning and Engineering . . .	20	102,596 00	2,780 00	600 00	100 00	—	106,076 00
Traffic Sign Installations and Maintenance . . .	20	84,818 00	64,450 00	36,655 00	—	450 00	186,373 00
Electric Traffic Signal Installation and Maintenance . . .	21	90,674 00	64,050 00	9,855 00	—	14,550 00	179,129 00
Parking Meter Maintenance and Collections . . .	34	140,792 00	7,300 00	1,405 00	350 00	500 00	150,347 00
Traffic Safety Education . . .	5	25,014 00	670 00	250 00	—	—	25,934 00
TOTALS . . .	117	\$528,950 00	\$155,150 00	\$60,920 00	\$1,900 00	\$16,000 00	\$762,920 00

LICENSING BOARD

1-02-52

The Licensing Board is under the control and operation of three Commissioners who are appointees of the Governor. They have authority to grant licenses for the sale of liquors and various miscellaneous licenses, and to hold hearings, upon presentation of evidence by the Police Department, relative to violations of the terms of licenses granted by the Board.

A—BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$94,567 00	\$96,147 38	\$96,500 00	\$100,790 00	\$93,564 00	
2—Contractual Services . . .	5,286 00	8,911 50	8,400 00	9,527 00	8,500 00	
3—Supplies & Materials . . .	6,730 00	5,567 07	6,115 00	6,615 00	6,115 00	
4—Current Charges & Oblig's . . .	11,008 00	12,737 46	12,829 00	12,829 00	12,829 00	
5—Equipment	321 00	3,927 12	850 00	1,383 00	275 00	
TOTALS	\$117,912 00	\$127,290 53	\$124,694 00	\$131,144 00	\$121,283 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$1,730,025 00

C—PROGRAM

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for the supervision and direction of the staff based on policies approved by the Licensing Board; conduct of hearings on applications for miscellaneous types of licenses; hearing evidence presented by the Boston Police Department on violations of regulations. Hearings are held on 500 alcoholic beverages license cases, and 175 hearings on miscellaneous licenses.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
7	\$50,909 00	\$1,335 00	\$1,220 00	\$12,655 00	\$130 00	\$66,249 00

Personal Services: Chairman, 2 Commissioners, Executive Secretary, Executive Assistant, 2 Clerical Employees.

Overtime: To process applications and issue licenses before the New Year, \$100.00.

Contractual Services: Telephone Service, \$300.00; electricity, \$120.00; servicing of office equipment, \$40.00; transportation of persons, \$500.00; Witness fees, \$225.00; printing and binding, \$150.00.

Supplies and Materials: Towels, soaps, germicide, electric bulbs, \$20.00; postage, forms, cards, and stationery, \$1,200.00.

Current Charges and Obligations: Rental of office space, \$12,655.00.

Equipment: Library books, \$130.00.

2. ISSUANCE OF LIQUOR AND MISCELLANEOUS LICENSES

Processes applications and issues licenses. In 1959, there were 10,000 applications filed, 9,730 granted, 180 rejected and 90 withdrawn. An average of 2,395 licenses were issued for innholder and common victualler; 2,070 licenses for lodging houses; 1,200 licenses for entertainment as required by Chapter 299, Acts of 1926; 535 licenses for automatic amusement devices. The remainder were miscellaneous licenses of 9 various classes.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	\$42,655 00	\$7,165 00	\$4,895 00	\$174 00	\$145 00	\$55,034 00

Personal Services: Head Administrative Clerk, 2 Head Clerks, Assistant Head Clerk, and 5 Clerical Employees. Temporary employees emergencies, \$430.00.

Overtime: To process applications and issue licenses before the New Year, \$900.00.

Contractual Services: Telephone service, \$1,900.00; electricity, \$480.00; servicing of office equipment, \$160.00; mailing and letter service, \$50.00; circular letter, \$75.00; Stenotypist under contract, \$4,500.00.

Supplies and Materials: Custodial supplies, \$80.00; postage, forms, cards, and stationery, \$4,800.00; wrapping paper, \$15.00.

Current Charges and Obligations: Rental of water cooler, \$174.00.

Equipment: Library books, \$145.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services . . .	7	\$50,909 00	\$1,335 00	\$1,220 00	\$12,655 00	\$130 00	\$66,249
2. Issuance of Liquor and Misc. Licenses . . .	9	42,655 00	7,165 00	4,895 00	174 00	145 00	55,034
TOTALS	16	\$93,564 00	\$8,500 00	\$6,115 00	\$12,829 00	\$275 00	\$121,283

PUBLIC WORKS DEPARTMENT

1-03-00

The department's activities are carried on by 8 divisional units; a summary of the unit appropriations in the City Maintenance Budget is given below:

Title	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Central Office	\$71,488 84	\$69,709 47	\$69,149 00	\$67,452 00	\$61,769 00	
Automotive Division . . .	686,411 89	592,961 16	596,630 00	1,755,804 00	677,200 00	
Bridge Service	877,921 87	733,580 96	680,609 00	878,193 00	688,040 00	
Fighting Service	1,606,626 84	1,713,302 24	1,786,020 00	2,013,370 00	1,887,391 00	
Leaving Service	1,600,040 04	1,565,946 61	1,534,530 00	1,858,892 00	1,326,680 00	
Sanitary Service	4,939,739 05	4,934,719 29	5,006,200 00	5,479,305 00	4,947,810 00	
Water Service	786,871 90	844,047 82	730,444 00	992,892 00	713,810 00	
Survey Division	113,727 57	94,743 04	98,550 00	214,086 00	96,218 00	
TOTALS	\$10,682,828 00	\$10,549,010 59	\$10,502,132 00	\$13,259,994 00	\$10,398,918 00	

The foregoing statistics are combined in the following summary by objects of expenditure:

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$5,284,903 56	\$5,209,269 71	\$5,293,209 00	\$6,337,013 00	\$5,506,192 00	
-Contractual Services . .	4,517,290 68	4,523,334 50	4,478,417 00	4,604,844 00	4,261,664 00	
-Supplies & Materials . .	384,086 61	352,966 51	368,925 00	575,242 00	358,744 00	
-Current Charges & Oblig's	11,047 39	13,798 01	14,677 00	17,604 00	13,918 00	
-Equipment	69,167 74	33,490 55	59,904 00	1,026,291 00	133,400 00	
-Structures & Improvements	416,332 02	416,151 31	287,000 00	699,000 00	125,000 00	
-Land & Improvements	—	—	—	—	—	
TOTALS	\$10,682,828 00	\$10,549,010 59	\$10,502,132 00	\$13,259,994 00	\$10,398,918 00	

In addition to the above, the Public Works Department includes the following activities which are shown in the same Section of the budget: Automotive Division, Water Section; Water Service. In the pages that follow the detail applicable to each of the 8 divisional units of the department is presented.

CENTRAL OFFICE, PUBLIC WORKS DEPARTMENT

1-03-51

The Central Office is the administrative office of the Public Works Department and includes personnel to assist the Commissioner in the management and control of the activities performed by the several divisions of the department; establishes policies for the department, executes departmental contracts, keeps personnel records, and prepares statistical reports.

A—BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$67,772 36	\$68,521 06	\$67,539 00	\$65,282 00	\$60,329 00	
2—Contractual Services . . .	2,656 99	137 00	450 00	450 00	300 00	
3—Supplies & Materials . . .	995 49	929 41	1,000 00	1,500 00	930 00	
4—Current Charges & Oblig's	19 00	27 00	60 00	70 00	60 00	
5—Equipment	45 00	95 00	100 00	150 00	150 00	
TOTALS	\$71,488 84	\$69,709 47	\$69,149 00	\$67,452 00	\$61,769 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960	\$1,700 00
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C — PROGRAMS

I. ADMINISTRATIVE AND GENERAL SERVICES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	\$60,329 00	\$300 00	\$930 00	\$60 00	\$150 00	\$61,769 00

Personal Services: Commissioner of Public Works, Associate Civil Engineer, Executive Secretary, Senior Personnel Officer and Assistant, Contract Supervisor, and 3 Clerical Employees.

Contractual Services: Telephone service, \$50.00; travel expenses, attendance at conventions, \$150.00; binding contracts, etc., \$100.00.

Supplies and Materials: Forms, cards, and stationery, \$630.00; postage, \$300.00.

Current Charges and Obligations: Membership fees and subscriptions, \$40.00; premiums on surety bonds, \$20.00.

Equipment: Library books, \$150.00.

BRIDGE SERVICE, PUBLIC WORKS DEPARTMENT

1-03-11

The Bridge Service operates and maintains 8 drawbridges, one drawbridge which is not being operated as such, 3 fixed bridges, and 13 footbridges wholly under the control of the City of Boston and participates in maintenance of one footbridge and 30 additional fixed bridges owned jointly by the city and other agencies such as railroads and neighboring communities.

Studies are made of the need for additional bridges, and preliminary designs are prepared.

The total length of bridges maintained is approximately 60,000 lineal feet, and the total area is approximately 35,000 square yards.

A—BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$636,377 30	\$628,665 46	\$595,000 00	\$734,842 00	\$606,040 00	
Contractual Services . .	22,167 64	23,579 95	23,330 00	24,280 00	20,010 00	
Supplies & Materials . .	24,947 82	16,339 17	16,550 00	19,076 00	16,000 00	
Current Charges & Oblig's	775 06	356 92	375 00	790 00	790 00	
Equipment	285 69	372 24	354 00	205 00	200 00	
Structures & Improvements	193,368 36	64,267 22	45,000 00	99,000 00	45,000 00	
TOTALS	\$877,921 87	\$733,580 96	\$680,609 00	\$878,193 00	\$688,040 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960	\$4,178 00
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C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services.

Personal Services	Supplies	Total
No. Amount	Materials	
4 \$24,938 00	\$50 00	\$24,988 00

Personal Services: Division Engineer, Head Clerk, 2 Clerical Employees.

Supplies and Materials: Postage, \$25.00; cards, forms, and stationery, \$25.00.

2. CONSTRUCTION, RECONSTRUCTION, AND REPAIR OF BRIDGES BY CONTRACT

Performs structural designing, makes engineering studies and surveys, prepares plans and contracts for construction and repair of bridges, inspects and reports on work done, and prepares payments to contractors.

Personal Services	Contractual	Supplies	Current	Equipment	Structures	Total
No. Amount	Services	Materials	Charges		Improvements	
13 \$76,594 00	\$415 00	\$1,255 00	\$15 00	\$50 00	\$45,000 00	\$123,329 00

Personal Services: Assistant Division Engineer, 3 Senior and 3 Assistant Civil Engineers, 3 Junior Civil, 1 Junior Mechanical Engineer, 2 Bridge Construction Inspectors. Overtime, \$200.00.

Contractual Services: Servicing office appliances, \$55.00; travel expense, \$110.00; printing, binding contracts and annual report, \$250.00.

Supplies and Materials: Cards, forms, and stationery, \$680.00; blueprint paper and tracing cloth, \$270.00; engineering instruments, \$65.00; building supplies, \$240.00.

Current Charges and Obligations: Dues and subscriptions, \$15.00.

Equipment: Library, \$50.00.

Structures and Improvements: Cleaning and painting work, \$20,000.00; renewing wood sidewalks, \$10,000.00; deck repairs, \$10,000.00; steel repairs, \$4,000.00; mechanical and electrical work, \$1,000.00.

Bridge Service, Public Works Department — Continued

3. OPERATION OF DRAWBRIDGES

Operates 8 drawbridges; keeps record of water-borne traffic passing through each draw; inspects, cleans, and maintains bridge equipment.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
109	\$397,951 00	\$18,240 00	\$3,150 00	\$775 00	\$420,116 00

Personal Services: Senior Civil Engineer, Supervisor-Drawtender, 8 Drawtenders, 35 First Assistants, and 63 Assistants, Principal Account Clerk. Overtime, \$19,300.00.

Contractual Services: Telephone service, \$430.00; light, heat, and power, \$8,350.00; electrical repairs to motors, switches, etc., \$6,000.00; emergency repairs to bridges and yard facilities, \$3,050.00; repairs to machinery and tools, \$300.00; service of flagmen at railroad crossings, \$110.00.

Supplies and Materials: Fuel and heating supplies, \$2,600.00; medical first aid supplies, \$30.00; postage, \$100.00; cards, forms, stationery, \$420.00.

Current Charges: Water taxes, City of Chelsea, \$125.00; insurance, \$350.00; dues and subscriptions, \$300.00.

4. MAINTENANCE AND REPAIR OF BRIDGES BY DIVISION FORCES

Makes ordinary repairs to all bridges, including carpentry, mechanical, electrical, and painting.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
28	\$106,557 00	\$1,355 00	\$11,545 00	\$150 00	\$119,607 00

Personal Services: Painter Foreman, 18 Mechanics, including Carpenters, Painters, etc., 5 Motor Equipment Operators, Yardman, and 3 Laborers. Overtime, \$500.00.

Contractual Services: Telephone service, \$520.00; electric and gas service, \$250.00; repairs to buildings, \$250.00; repair and maintenance of office machines, \$215.00; travel expenses, \$120.00.

Supplies and Materials: Fuel oil, \$1,000.00; custodial supplies, \$400.00; first aid supplies, \$20.00; postage, \$150.00; cards, forms, and stationery, \$100.00; miscellaneous supplies, building, repair parts, tools and instruments, wearing apparel, \$9,875.00.

Equipment: Fire hose, \$150.00.

D—PROGRAM SUMMARY

	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
1. Administrative and General Services	4	\$24,938 00	—	\$50 00	—	—	—	\$24,988 00
2. Construction, Reconstruction, and Repair of Bridges by Contract	13	76,594 00	\$415 00	1,255 00	\$15 00	\$50 00	\$45,000 00	123,329 00
3. Operation of Drawbridges	109	397,951 00	18,240 00	3,150 00	775 00	—	—	420,116 00
4. Maintenance and Repair of Bridges by Division Forces	28	106,557 00	1,355 00	11,545 00	—	150 00	—	119,607 00
TOTALS	154	\$606,040 00	\$20,010 00	\$16,000 00	\$790 00	\$200 00	\$45,000 00	\$688,040 00

PAVING SERVICE, PUBLIC WORKS DEPARTMENT

1-03-12

The Paving Service is responsible for the design and construction of streets, reconstruction, repair, and maintenance of existing streets, the installation and maintenance of street signs, processing of applications concerning projections over public highways, and the issuance of permits.

There are 754 miles of streets maintained. When streets are constructed under the provisions of Chapter 90 of the General Laws, approximately one half of the cost is borne by the Commonwealth. Twelve district yards make repairs to street and sidewalk surfaces. There are 39,000 street signs and 775 hero square signs.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$1,241,717 47	\$1,184,174 83	\$1,184,700 00	\$1,308,242 00	\$1,144,680 00	
—Contractual Services . .	7,240 13	7,349 15	7,300 00	9,800 00	6,745 00	
—Supplies & Materials . .	126,109 13	111,001 42	95,980 00	142,625 00	94,255 00	
—Current Charges & Oblig's	170 75	128 00	450 00	450 00	200 00	
—Equipment	1,838 90	3,995 97	4,100 00	7,775 00	800 00	
—Structures & Improvements	222,963 66	259,297 24	242,000 00	390,000 00	80,000 00	
TOTALS	\$1,600,040 04	\$1,565,946 61	\$1,534,530 00	\$1,858,892 00	\$1,326,680 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$186,900 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; prepares payments to contractors for work done; provides general financial and clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
12	\$62,304 00	\$160 00	\$1,000 00	\$20 00	\$63,484 00

Personal Services: Division Engineer, Assistant, Head Administrative Clerk, Head Clerk, and 8 Clerical Employees. Overtime, \$200.00.

Contractual Services: Repairs and servicing of engineering equipment, \$110.00; advertising, \$50.00.

Supplies and Materials: Postage, \$600.00; forms, cards, stationery, \$400.00.

Current Charges and Obligations: Dues and subscriptions, \$20.00.

2. ISSUANCE OF PERMITS

Processes applications and issues approximately 10,000 permits for opening and obstructing portions of streets, principally by public service corporations and city departments concerned with underground facilities; processes applications and arranges hearings, when necessary, for permits for approximately 17,000 signs and for approximately 400 licenses for sidewalk stands.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
23	\$100,997 00	\$860 00	\$3,000 00	\$140 00	\$104,997 00

Personal Services: Permit Supervisor, Assistant Permit Supervisor, Chief Encroachment Investigator, Senior Encroachment Investigator, 4 Inspectors, 5 Principal Clerks, 7 Encroachment Investigators, 1 Cashier, Constable, 1 Senior Clerk.

Contractual Services: Travel expenses, \$600.00; printing and binding, \$260.00.

Supplies and Materials: Postage, \$1,000.00; forms, cards, and stationery, \$2,000.00.

Current Charges and Obligations: Premium on bonds, \$140.00.

Paving Service, Public Works Department — Continued

3. CONSTRUCTION AND RECONSTRUCTION OF STREETS BY CONTRACT

Prepares plans and contracts for roadway and sidewalk construction work; engineering parties furnish line and grade supervise work done by contractors, and certify payments; inspectors are assigned to streets to assure that work is performed in accordance with specifications and report daily on work progress; operates a laboratory for testing cores taken from roadways and sidewalks constructed; a finals section keeps independent records of work done and certifies final payments to contractors.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Structures Improvements	Total
55	\$300,756 00	\$1,400 00	\$2,500 00	\$800 00	\$70,000 00	\$375,456 00

Personal Services: Chief Highway Engineer, Superintendent of Highway Construction, Chief Highway Construction Inspector, 13 Assistant Civil Engineers, 6 Junior Civil Engineers, 17 Highway Construction Inspectors, 9 Senior Engineering Aids, Maintenance Mechanic Machinist, Paver, 2 Motor Equipment Operator and Laborers, 3 Junior Engineering Aids. Overtime, \$1,000.00.

Contractual Services: Telephone service, \$300.00; repairs and servicing of equipment, \$500.00; travel expenses, \$600.00.

Supplies and Materials: Postage, \$250.00; forms, cards, stationery, \$250.00; building supplies, \$1,000.00; electrical supplies, \$400.00; wearing apparel, \$100.00; miscellaneous supplies, \$500.00.

Equipment: Core barrels, heads, adaptors, \$800.00.

Structures and Improvements: Reconstruction of streets, \$20,000.00; construction and reconstruction of sidewalks, \$50,000.00.

4. MAINTENANCE AND REPAIR OF STREETS AND SIDEWALKS BY DIVISION FORCES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Total
225	\$680,623 00	\$4,325 00	\$87,755 00	\$40 00	\$10,000 00	\$782,743 00

Personal Services: Superintendent of Highway Maintenance, 12 District Foremen, 36 Inspectors, 42 Mechanics, including Pavers, Painters, Roller Operators, etc., Yardman, 49 Motor Equipment Operators and Laborers, Senior Clerk, 83 Laborers. Overtime, \$800.00.

Contractual Services: Telephone service, \$2,700.00; electric service, \$900.00; repairs: electrical, \$100.00; plumbing, \$100.00; oil burners, \$200.00; repairing and servicing equipment, \$35.00; advertising, \$25.00; printing and binding, \$75.00; cleaning towels, \$190.00.

Supplies and Materials: Fuel, \$4,150.00; custodial supplies, \$80.00; medical first aid supplies, \$25.00; postage, \$100.00; forms, cards, and stationery, \$400.00; cold bituminous patch, \$33,745.00; hot bituminous patch, \$20,000.00; cement, \$4,760.00; crushed stone and sand, \$4,040.00; concrete ready mix, \$15,000.00; street asphalt, \$3,500.00; lamp black, \$500.00; miscellaneous supplies, \$1,455.00.

Current Charges and Obligations: Insurance for boiler, \$40.00.

Structures and Improvements: Street signs, \$10,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures	Total
1. Administrative and General Services	12	\$62,304 00	\$160 00	\$1,000 00	\$20 00	—	—	\$63,484 00
2. Issuance of Permits . .	23	100,997 00	860 00	3,000 00	140 00	—	—	104,997 00
3. Construction and Reconstruction of Streets and Sidewalks by Contract	55	300,756 00	1,400 00	2,500 00	—	\$800 00	\$70,000 00	375,456 00
4. Maintenance and Repair of Streets and Sidewalks by Division Forces	225	680,623 00	4,325 00	87,755 00	40 00	—	10,000 00	782,743 00
TOTALS	315	\$1,144,680 00	\$6,745 00	\$94,255 00	\$200 00	\$800 00	\$80,000 00	\$1,326,680 00

SURVEY DIVISION, PUBLIC WORKS DEPARTMENT

1-03-14

The Survey Division performs engineering services for the various divisions of the Public Works Department and other city departments. It also performs the administrative and engineering work required by the Public Improvement Commission for its operation.

The principal engineering duties include making plans and estimates for the laying out and improvement of public highways; making surveys relating to the maintenance of street line location records; taking easements for sewerage works; making out lines and grades for the construction of highways, sewerage, etc; making property surveys of land to be acquired by the city by eminent domain; and making engineering surveys and plans required by other city departments.

The administrative functions performed for the Public Improvement Commission include the processing of petitions, arranging for public hearings, preparing orders to carry out the decisions of the commission, and maintaining the records and files.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$103,300 00	\$83,840 88	\$88,500 00	\$203,586 00	\$87,850 00	
—Contractual Services . . .	2,505 32	2,844 63	2,800 00	3,250 00	2,500 00	
—Supplies & Materials . . .	7,421 75	7,192 51	6,800 00	6,800 00	5,718 00	
—Current Charges & Oblig's	—	—	—	—	—	
—Equipment	500 50	865 02	450 00	450 00	150 00	
TOTALS	\$113,727 57	\$94,743 04	\$98,550 00	\$214,086 00	\$96,218 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervision and direction of activities; processes petitions, schedules hearings, prepares orders and records of the Public Improvement Commission for land damages, street and sewer betterments, and eminent domain takings; performs general financial and clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
11	\$57,442 00	\$1,030 00	\$4,368 00	\$75 00	\$62,915 00

Personal Services: Division Engineer, Executive Secretary, Assistant Executive Secretary, and 5 Clerical Employees. Head Photostat Operator; 1 Photostat Operator and photographer.

Contractual Services: Repair and maintenance of office machines, \$400.00; travel expense, \$480.00; printing and binding, \$150.00.

Supplies and Materials: Postage, \$200.00; cards, forms, and stationery, \$650.00; tracing paper, photographic supplies, etc., \$3,518.00.

Equipment: Library directory, \$75.00.

2. ENGINEERING SURVEYS AND PREPARATION OF PLANS FOR PUBLIC IMPROVEMENTS

Makes surveys and prepares plans for the layout and widening of public ways, easements for sewerage works and eminent domain takings; maintains street line records for use of surveyors, builders, and property owners; prepares reports on construction costs, land damages, and betterments; does photostatic reproduction work for Public Works Department and other city departments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
28	\$30,408 00	\$1,470 00	\$1,350 00	\$75 00	\$33,303 00

Personal Services: Performance under this program is divided among the following sections:

Office Engineering Section: Principal Civil Engineer, 4 Engineering Aids.

Field Engineering Section: Principal Civil Engineer, 9 Assistant Civil Engineers, 6 Junior Civil Engineers, 5 Senior Engineering Aids, 2 Junior Engineering Aids.

Overtime on surveys of off-street parking facilities, \$500.00.

Survey Division, Public Works Department — Continued

Contractual Services: Repair of engineering instruments, \$250.00; travel expense, \$1,120.00; Duplicating Services, \$75.00; Printing and binding, \$25.00.

Supplies and Materials: Cards, forms, and stationery, \$350.00; engineering supplies, \$900.00; engineering tools and instruments, \$100.00.

Equipment: Engineering and scientific equipment, \$75.00.

D — PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Supplies Materials	Equipment	Total
1. Administrative and General Services . . .	11	\$57,442 00	\$1,030 00	\$4,368 00	\$75 00	\$62,915 00
2. Engineering Surveys and Preparation of Plans for Public Improvements . . .	28	30,408 00	1,470 00	1,350 00	75 00	33,303 00
TOTALS	39	\$87,850 00	\$2,500 00	\$5,718 00	\$150 00	\$96,218 00

LIGHTING SERVICE, PUBLIC WORKS DEPARTMENT

1-03-21

The Lighting Service is responsible for the installation, operation, and maintenance by contractors of the street lighting facilities throughout the city, and for the program of replacing gas lights with electric lighting facilities. There are 870 miles of streets lighted by 26,760 electric lamps and 226 gas lamps. It is planned to install 1,210 electric lamps in place of gas lights in 1960.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$25,817 95	\$40,201 35	\$41,670 00	\$40,583 00	\$39,974 00	
2—Contractual Services . . .	1,572,151 71	1,659,958 34	1,732,000 00	1,961,937 00	1,841,117 00	
3—Supplies & Materials . . .	4,981 81	7,673 88	7,350 00	7,350 00	6,300 00	
4—Current Charges & Oblig's . . .	—	2,039 75	1,500 00	—	—	
5—Equipment	3,675 37	3,428 92	3,500 00	3,500 00	—	
TOTALS	\$1,606,626 84	\$1,713,302 24	\$1,786,020 00	\$2,013,370 00	\$1,887,391 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 — damaged lamps \$600 00

C — PROGRAM

1. INSTALLATION AND MAINTENANCE OF STREET LIGHTING FACILITIES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
7	\$39,974 00	\$1,841,117 00	\$6,300 00	\$1,887,391 00

Personal Services: Senior Electrical Engineer, Assistant Electrical Engineer, 2 Electricians, 2 Inspectors, and Clerk, Temporary, \$9,623.00; Overtime, \$500.00.

Contractual Services: Operating cost, including maintenance for 27,437 electric street lights, \$1,712,817.00; operating cost including maintenance for 907 street lights (Boston Gas Company), \$72,000.00; operating cost for 300 gas lamps, \$3,000.00; operating cost for pedestrian footways, underpasses, overpasses, \$4,600.00; maintenance of lighting and operating costs on Fitzgerald Expressway, \$20,000.00; operating and maintenance cost 120 spotlights, \$4,500.00; repair, relocation and replacement, \$24,000.00; travel expenses, \$200.00.

Supplies and Materials: Forms, cards, and stationery \$300.00; electrical and gas light supplies, \$6,000.00.

SEWER SERVICE, PUBLIC WORKS DEPARTMENT

1-03-31

The Sewer Service is responsible for the disposal of the industrial, commercial, and domestic wastes of the city as well as the disposal of storm and surface waters from the highways. The accomplishment of these purposes requires that be a member of both the North and South Metropolitan Sewerage Systems and to maintain its own disposal plant. This latter plant maintains a pumping station and storage basins for the disposal of about 112,000,000 gallons of sewage per day. Two minor pumping stations are also in operation. It maintains 1,328.77 miles of common sewers and surface drains and 24,818 catch basins.

The Sewer Service carries on a sewer construction program amounting to between \$500,000 and \$1,000,000 annually, which is financed by bond issues. Abutting properties are assessed for sewer construction, but not for maintenance, the cost of which is borne by the annual budget.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$563,844 67	\$570,152 63	\$563,800 00	\$636,737 00	\$563,310 00	
-Contractual Services . . .	203,292 91	157,927 99	147,900 00	184,275 00	132,510 00	
-Supplies & Materials . . .	18,230 65	21,363 21	16,995 00	18,154 00	15,890 00	
-Current Charges & Oblig's . . .	1,155 22	1,387 00	1,249 00	1,626 00	1,600 00	
-Equipment	348 45	630 14	500 00	2,100 00	500 00	
-Structures & Improvements . . .	—	92,586 85	—	150,000 00	—	
TOTALS	\$786,871 90	\$844,047 82	\$730,444 00	\$992,892 00	\$713,810 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960	\$65,043 00
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervision and direction of activities; provides general financial and clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	\$49,006 00	\$250 00	\$161 00	\$22 00	\$20 00	\$49,459 00

Personal Services: Division Engineer, Head Administrative Clerk, Head Clerk, 5 Clerical Employees, and Photostat Operator.

Contractual Services: Transportation, \$250.00.

Supplies and Materials: Postage, \$40.00; cards, stationery, etc., \$60.00; blue print paper, \$61.00.

Current Charges and Obligations: Dues and subscriptions, \$22.00.

Equipment: Library books, \$20.00.

2. DESIGN OF SEWERAGE WORKS AND SUPERVISION OF CONSTRUCTION CONTRACTS

Responsible for hydraulic and structural design of major sewer structures; performs field and office work required for sewer construction work done by contractors, including surveys, plans, preparation of contracts, and supervision and inspection of contract work.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
36	\$45,725 00	\$36,080 00	\$307 00	\$412 00	\$480 00	\$83,004 00

Personal Services: Performance under this program is divided between the following sections:

Engineering and Construction Section: 3 Principal, 2 Senior, 11 Assistant, and Junior Civil Engineer, 3 Engineering Aids, Chief Sewer Construction Inspector, 13 Inspectors.

Design Engineering Section: 1 Assistant Civil Engineer, 1 Junior Civil Engineer, 1 Senior Civil Engineer.

Contractual Services: Telephone, \$30.00; repairs to sewer openings, \$1,000.00; emergency repairs to sewer openings, \$14,710.00; cleaning catch basins, \$20,000.00; transportation, \$240.00; advertising, \$100.00.

Supplies and Materials: Postage, \$72.00; office supplies, \$28.00; miscellaneous supplies, \$207.00.

Current Charges and Obligations: Rental of emergency sewer equipment, \$400.00; dues and subscription, \$12.00.

Equipment: Fire hose, \$220.00; flushing bags, \$260.00.

Sewer Service, Public Works Department — Continued

3. MAINTENANCE AND REPAIR OF SEWER SYSTEM BY DISTRICT FORCES

Crews in district yards answer complaints; clean catch basins and sewers, repair sewers, manholes and catch basins service and repair tidegates.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
81	\$289,917 00	\$3,310 00	\$8,575 00	\$112 00	\$301,914 00

Personal Services: Superintendent of Maintenance, Tidegate Foreman, 4 District Foremen, 8 Working Foremen, Carpenter, 4 Bricklayers, 9 Catch-Basin Machine Operators, 3 Tidegate Repairmen, Heavy Equipment Operator, 9 Sewer Cleaners, 2 Yardmen, 21 Motor Equipment Operators, and 14 Laborers. Overtime, \$5,810.00.

Contractual Services: Telephone, \$2,200.00; electricity, \$560.00; repairs wheat lights, \$50.00; cleaning and laundry service, \$500.00.

Supplies and Materials: Heating supplies, \$1,500.00; household supplies, \$150.00; medical supplies, \$20.00; postage, \$120.00; office forms and stationery, \$380.00; building supplies, \$425.00; general operating supplies, \$1,900.00; public works supplies, \$3,500.00; miscellaneous, \$580.00.

Current Charges and Obligations: Insurance, boilers and tanks, \$112.00.

4. OPERATION AND MAINTENANCE OF DISPOSAL WORKS

Operates pumping stations for disposal of sewage and storm water on a 24-hour basis; makes mechanical and electrical repairs to sewage pumps.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
34	\$139,721 00	\$92,190 00	\$6,647 00	\$1,054 00	\$239,612 00

Personal Services: Chief Engineer, District Foreman, 4 Pumping Station Engineers, 5 Gateman, 2 Electrician-Operators, Screen Operator, Oiler, 10 Steam Firemen, 5 Maintenance Men, 4 Motor Equipment Operators and Laborers, Overtime, \$9,190.00.

Contractual Services: Telephone, \$700.00; electricity for light and power, \$86,440.00; repairs to roofs pumping stations, \$1,000.00; repairs to pumps at Calf Pasture, \$3,950.00; inspection high tension wires, \$100.00.

Supplies and Materials: Food, ice, \$20.00; heating supplies, \$5,000.00; household supplies, \$190.00; medical supplies, \$10.00; postage, office forms, etc., \$100.00; repair parts, non automotive, \$1,000.00; miscellaneous supplies, \$327.00.

Current Charges and Obligations: Real estate tax City of Quincy, \$874.00; insurance, boilers and tanks, \$180.00.

5. ISSUANCE OF PERMITS AND MAINTENANCE OF RECORD PLANS

Issues permits for sewer work, laying and repair of house drains, keeps sewer record plans, prepares assessment plans, inspects house drain work, investigates complaints, and prepares reports on cases involving possible damage suits against the city.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
7	\$38,941 00	\$680 00	\$200 00	\$39,821 00

Personal Services: Principal Civil Engineer, Assistant Civil Engineer, Chief Inspector, 2 Inspectors, Junior Civil Engineer, Principal Clerk.

Contractual Services: Telephone, \$70.00; transportation, carfare and mileage for inspectors, \$610.00.

Supplies and Materials: Postage, \$20.00; office forms and supplies, \$180.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	9	\$49,006 00	\$250 00	\$161 00	\$22 00	\$20 00	\$49,459 00
2. Design of Sewerage Works and Supervision of Construction Contracts	36	45,725 00	36,080 00	307 00	412 00	480 00	83,004 00
3. Maintenance and Repair of Sewer System by District Forces	81	289,917 00	3,310 00	8,575 00	112 00	—	301,914 00
4. Operation and Maintenance of Disposal Works	34	139,721 00	92,190 00	6,647 00	1,054 00	—	239,612 00
5. Issuance of Permits and Maintenance of Record Plans	7	38,941 00	680 00	200 00	—	—	39,821 00
TOTALS	167	\$563,310 00	\$132,510 00	\$15,890 00	\$1,600 00	\$500 00	\$713,810 00

SANITARY SERVICE, PUBLIC WORKS DEPARTMENT

1-03-41

The Sanitary Division has charge of the collection and disposal of over 300,000 tons yearly of refuse and garbage including the incineration of 150,000 tons yearly of refuse and garbage, the cleaning and flushing of 750 miles of streets and 82 public alleys, the removal of snow in the down town area of the city, the maintenance and repairing of snow-fighting equipment, the repairing of street cleaning equipment and maintenance work on departmental buildings.

A — BUDGET SUMMARY

Group				1960 Budget		Approved
	1957 Expenditures	1958 Expenditures	1959 Appropriations	Requested by Department	Recommended by Mayor	
Personal Services . . .	\$2,238,708 58	\$2,243,220 67	\$2,375,000 00	\$2,915,827 00	\$2,617,309 00	
Contractual Services . .	2,649,359 93	2,620,634 18	2,517,007 00	2,336,404 00	2,210,482 00	
Supplies & Materials . .	47,535 92	50,228 99	95,450 00	198,851 00	104,151 00	
Current Charges & Oblig's	593 00	2,213 04	1,843 00	5,468 00	4,268 00	
Equipment	3,541 62	18,422 41	15,900 00	22,755 00	11,600 00	
TOTALS	\$4,939,739 05	\$4,934,719 29	\$5,005,200 00	\$5,479,305 00	\$4,947,810 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$29,990 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
11	\$60,738 00	\$3,175 00	\$1,650 00	\$118 00	\$100 00	\$65,781 00

Personal Services: Division Engineer, Principal Civil Engineer, General Superintendent, Head Clerk, Senior Public Relations Representative, and 6 Clerical Employees.

Contractual Services: Servicing of office equipment, \$100.00; towel service, \$160.00; printing and binding, \$2,265.00; advertising, \$250.00; travel expenses, \$400.00.

Supplies and Materials: Postage, \$150.00; cards, forms, and stationery, \$1,500.00.

Current Charges and Obligations: Dues and subscriptions, \$43.00; automobile registration fees, \$75.00.

Equipment: Library, \$100.00.

2. COLLECTION AND DISPOSAL OF WASTE

Responsible for the collection of waste by contractors in the several districts of the city and the disposal of refuse dumps and at Incinerator; approximately 1,600,000 cubic yards of rubbish and 110,000 cubic yards of garbage are received and disposed of annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
156	\$638,364 00	\$2,184,927 00	\$58,926 00	\$4,000 00	\$1,000 00	\$2,887,217 00

Personal Services: Performance under this program is divided among the following sections:

Collection: 11 District Supervisors, District Foreman, 33 Inspectors, 3 Motor Equipment Operators and Laborers, 1 Laborer.

Disposal and Dump Section: Inspector, 3 Bulldozer Operators, Heavy Motor Equipment Operator and Laborer, 4 Motor Equipment Operator and Laborers, 10 Laborers, 1 Laborer-Watchman.

Incinerator Section: Superintendent of Incinerator, 5 Incinerator Foremen and Second Class Stationary Engineers, Head Incinerator Maintenance Repairman, 9 Incinerator Crane Operators, Incinerator Electrician, 9 Steam Fireman (Incinerator), 2 Incinerator Maintenance Repairman, Principal Clerk, 2 Cashier and Weigh Clerks, 18 Incinerator Stokers, 8 Heavy Motor Equipment Operator and Laborers, 4 Incinerator Maintenance Men, 17 Laborers, 3 Laborer-Watchmen, 1 Bulldozer Operator, 1 Incinerator Traffic Regulator, 4 Incinerator Crane Operators (Intermittent). Overtime, \$38,000.00.

Contractual Services: Telephone service, \$2,600.00; electricity for light and power, \$27,000.00; collection of garbage and refuse, \$2,125,872.00; hire of dumps, \$24,000.00; repairs to buildings, \$950.00; repairs and servicing of equipment, \$900.00; towel service, \$150.00; laundry, \$400.00; exterminating, \$2,805.00; freight, \$250.00;

Supplies and Materials: Fuel, \$36,650.00; household supplies, \$1,086.00; medical supplies, \$75.00; office supplies, \$300.00; public works supplies, \$2,000.00; fire extinguishers, \$200.00; electrical, \$3,000.00; chemical, \$2,000.00; repair parts, incinerator, \$3,000.00; tools and instruments, \$2,000.00; wearing apparel, \$1,585.00; building supplies, \$3,400.00; miscellaneous, \$3,680.00.

Current Charges and Obligations: Insurance, boiler, \$3,700.00; rentals, \$300.00.

Equipment: Fire fighting equipment, \$1,000.00.

Sanitary Service, Public Works Department — Continued

3. CLEANING PUBLIC WAYS BY DIVISION FORCES

Responsible for manual and mechanical street-cleaning operations with 26 sweepers, 5 flushers, 100 trucks, 3 Hyland-type, and 50 Dempster-type waste receptacles and 100 pushcarts. Residential areas are cleaned weekly and downtown streets daily.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
468	\$1,694,281 00	\$19,440 00	\$16,155 00	\$150 00	\$8,425 00	\$1,748,451 00

Personal Services: Superintendent, 2 District Supervisors, 5 District Foremen, 33 Inspectors, 2 Working Foremen, 54 Heavy Motor Equipment Operators, 84 Motor Equipment Operators, 282 Laborers, and 5 Constables. Overtime, \$18,000.00.

Contractual Services: Telephone service, \$2,000.00; electric and gas service, \$4,000.00; miscellaneous repairs, \$680.00; refills for sweeper brooms, \$11,000.00; travel expense, \$260.00; towel service, \$150.00; cleaning coveralls, \$950.00; spring clean up posters, \$400.00.

Supplies and Materials: Parts for mechanical sweepers, including broom cores, conveyor side plates, dirt shoes, etc., \$11,255.00, coal and fuel oil, \$4,400.00; miscellaneous supplies, fertilizer seed, pushcart barrels, catchall bags, badges, 15-ton gutter broom wire, \$9,000.00; lumber, roofing materials, \$1,000.00; miscellaneous tools and instruments, \$500.00.

Current Charges and Obligations: Rent, dumps, \$150.00.

Equipment: pushcarts for street-cleaning patrols, \$450.00; garbage boxes, \$2,975.00; litter baskets, \$5,000.00.

4. MAINTENANCE AND REPAIR OF EQUIPMENT AND FACILITIES

Repairs motor-sweeping equipment and street receptacles; attaches, removes, and repairs snowplows; repairs district yard facilities; receives, stores, and issues stock to district yards.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
48	\$223,926 00	\$2,940 00	\$17,420 00	\$2,075 00	\$246,361 00

Personal Services: Supervisor, Principal Storekeeper, 3 Foremen, Working Foreman-Welder, 7 Blacksmiths, 2 Welders, 6 Carpenters, 10 other Mechanics, including Bricklayer, Sheet Metal Worker, etc., 2 Heavy Motor Equipment Operators, 3 Motor Equipment Operators, 9 Mechanics' Helpers, 3 Laborers. Overtime, \$4,000.

Contractual Services: Telephone service, \$400.00; electric and gas service, \$1,000.00; repairs to miscellaneous equipment such as lawn mowers, torches, etc., \$770.00; recharging fire extinguishers, \$170.00; cleaning coveralls, \$600.00.

Supplies and Materials: Coal and fuel oil, \$1,110.00; custodial supplies, \$1,000.00; first aid supplies, \$50.00; painting supplies, \$1,000.00; tools and instruments, \$3,000; wearing apparel, \$800.00; miscellaneous supplies such as hardware, wire netting, cable, rope, etc., \$4,455.00; repair parts, nonautomotive, \$1,000.00; general operating supplies, \$2,045.00; sanitary supplies, \$2,910.00.

Equipment: Electrical and mechanical machinery, \$1,775.00; furniture and equipment for yards, \$300.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	11	\$60,738 00	\$3,175 00	\$1,650 00	\$118 00	\$100 00	\$65,781
2. Collection and Disposal of Waste	156	638,364 00	2,184,927 00	58,926 00	4,000 00	1,000 00	2,887,217
3. Cleaning Public Ways by Division Forces	468	1,694,281 00	19,440 00	26,155 00	150 00	8,425 00	1,748,451
4. Maintenance and Repair of Equipment and Facilities	48	223,926 00	2,940 00	17,420 00	—	2,075 00	246,361
TOTALS	683	\$2,617,309 00	\$2,210,482 00	\$104,151 00	\$4,268 00	\$11,600 00	\$4,947,810

AUTOMOTIVE DIVISION, PUBLIC WORKS DEPARTMENT

1-03-52

The Automotive Division is responsible for the care and maintenance of automotive equipment owned by the Public Works Department, and for the operation and maintenance of 5 garages and 9 gas pumps for dispensing gasoline. A mobile patrol organized for the protection of department property in all sections of the city and a motor pool of passenger cars and trucks are also under the jurisdiction of the division.

The department's fleet of 480 units of automotive equipment under the supervision of this division consists of 208 trucks of various sizes, 36 snow fighters, 3 snow loaders, 4 bucket loaders, 18 front bucket loaders, 7 tractors, 5 street flushers, 6 street sweepers, 12 gasoline road rollers, 12 compressors, 4 catch-basin cleaners, 80 passenger cars, and 65 items of miscellaneous equipment. Of these units 436 are registered under the motor vehicle law of the Commonwealth.

A—BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$407,365 23	\$390,492 83	\$377,000 00	\$431,914 00	\$386,700 00	
—Contractual Services . .	57,916 05	50,903 26	47,630 00	84,448 00	48,000 00	
—Supplies & Materials . .	153,864 04	138,237 92	127,800 00	180,886 00	115,500 00	
—Current Charges & Oblig's	8,334 36	7,646 30	9,200 00	9,200 00	7,000 00	
—Equipment	58,932 21	5,680 85	35,000 00	989,356 00	120,000 00	
—Structures & Improvements	—	—	—	60,000 00	—	
TOTALS	\$686,411 89	\$592,961 16	\$596,630 00	\$1,755,804 00	\$677,200 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services; operates a motor pool for transportation for city officials.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
12	\$57,654 00	\$205 00	\$600 00	\$58,459 00

Personal Services: Director of Transportation, Driver Training Inspector, Head Clerk, 7 Clerical Employees, Dispatcher, and Motor Equipment Operator.

Contractual Services: Servicing of office equipment, \$55.00; mileage for private car, \$100.00; mimeographing, \$50.00.

Supplies and Materials: Cards, forms, and stationery, \$550.00; postage, \$50.00.

2. MAINTENANCE AND REPAIR OF AUTOMOTIVE EQUIPMENT

Maintains and repairs departmental automotive equipment including overhauls, major and minor repair jobs.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
42	\$172,434 00	\$39,445 00	\$49,390 00	\$1,200 00	\$120,000 00	\$382,469 00

Personal Services: Superintendent of Automotive Maintenance, Supervisor of Motor Equipment Assignment, Principal Storekeeper, 3 Motor Equipment Repair Foremen, Motor Equipment Repair Inspector, Welder Foreman, 27 Repairmen, 2 Storekeepers, Motor Equipment Operator, 4 Attendants and Laborers. Overtime, \$1,500.00.

Contractual Services: Telephone service, \$2,000.00; electric service, \$2,000.00; outside repairs to automotive equipment, \$33,545.00; cleaning mechanics' coveralls, \$800.00; express charges, \$100.00; repair overhead door, \$1,000.00.

Supplies and Materials: Tires and tubes, \$10,520.00; automotive repair parts, \$19,295.00; sweeper parts, \$10,000.00; loader parts, \$1,500.00; antifreeze, brake fluid, solvents, etc., \$585.00; laundry, cleaning, and custodial supplies, \$200.00; miscellaneous repair parts and accessories, \$400.00; garage tools and instruments, \$1,290.00; wearing apparel, \$450.00; wire, rags, hose, acetylene, tape, etc., \$2,070.00; miscellaneous, \$3,080.00.

Current Charges and Obligations: Registration of vehicles, \$1,200.00.

Equipment: Automotive equipment, \$70,000.00; special purpose vehicles, \$50,000.00.

Automotive Division, Public Works Department — Continued

3. STORAGE OF VEHICLES AND DISPENSING GASOLINE AND OIL

Provides indoor storage for 150 vehicles at Dorchester, South End, Hyde Park, and Forest Hills garages; dispenses gasoline and oil at those locations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
25	\$93,607 00	\$7,850 00	\$65,320 00	\$5,800 00	\$172,577 00

Personal Services: 8 Foremen, Painter, 13 Garage Attendants, 2 Motor Equipment Operators, Laborer. Overtime, \$1,500.00.

Contractual Services: Telephone service, \$1,500.00; electric service, \$3,000.00; repairs to garage buildings, \$3,000.00; repairing and servicing oil burners, \$300.00; repairing gasoline ticket printers, \$50.00.

Supplies and Materials: Gasoline, oil, and grease, \$58,100.00; fuel oil, \$6,920.00; miscellaneous household supplies, \$200.00; miscellaneous supplies, \$100.00.

Current Charges and Obligations: Storage of vehicles in private garages during 5 winter months, \$5,800.00.

4. PROTECTING DEPARTMENTAL PROPERTY AND EQUIPMENT

Provides protective service by inspection visits from 4 P.M. to 8 A.M. on weekdays and all day on Saturdays, Sundays and holidays; watchmen are on duty at the larger installations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
15	\$63,005 00	\$500 00	\$190 00	\$63,695 00

Personal Services: Supervisor, 3 Sergeants, 8 Mobile Guards, 3 Laborers. Overtime, \$1,500 00.

Contractual Services: Telephone service, \$300.00; repairs, car radios and watchclocks, \$200.00.

Supplies and Materials: Uniforms, \$190.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services .	12	\$57,654 00	\$205 00	\$600 00	—	—	\$58,459 00
2. Maintenance and Repair of Automot- ive Equipment	42	172,434 00	39,445 00	49,390 00	\$1,200 00	\$120,000 00	382,469 00
3. Storage of Vehicles and Dispensing Gasoline and Oil	25	93,607 00	7,850 00	65,320 00	5,800 00	—	172,577 00
4. Protecting Departmental Property and Equipment	15	63,005 00	500 00	190 00	—	—	63,695 00
TOTALS	94	\$386,700 00	\$48,000 00	\$115,500 00	\$7,000 00	\$120,000 00	\$677,200 00

HEALTH DEPARTMENT

1-05-00

The Health Department represents a combination of functions relating to the protection and promotion of public health, the recording of vital statistics, and the regulation of weighing and measuring devices. The department consists of three divisions and is in charge of the Health Commissioner.

Title	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Health Division	\$1,848,053 21	\$1,842,987 71	\$1,793,161 00	\$1,994,662 00	\$1,851,875 00	
Registry Division	146,936 51	155,383 66	170,058 00	184,166 00	179,095 00	
Insafe Buildings, Securing, Removing, etc.	69,618 08	29,253 97	—	—	—	
Weights and Measures Division	87,863 76	87,348 90	89,380 00	108,795 00	94,012 00	
TOTALS	\$2,152,471 56	\$2,114,974 24	\$2,052,599 00	\$2,287,623 00	\$2,124,982 00	

The amounts tabulated above for the divisions specified are summarized by object of expense as follows:

A—BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$1,691,342 50	\$1,708,388 36	\$1,707,285 00	\$1,892,099 00	\$1,782,953 00	
—Contractual Services . .	258,682 01	247,265 90	247,460 00	266,131 00	245,275 00	
—Supplies & Materials . .	82,706 31	88,703 94	91,910 00	107,053 00	90,375 00	
—Current Charges & Oblig's	6,148 46	2,450 39	2,642 00	3,510 00	3,479 00	
—Equipment	2,588 07	3,576 52	3,302 00	18,830 00	2,900 00	
—Structures & Improvements	41,386 13	35,335 16	—	—	—	
—Special Appropriations . .	69,618 08	29,253 97	—	—	—	
TOTALS	\$2,152,471 56	\$2,114,974 24	\$2,052,599 00	\$2,287,623 00	\$2,124,982 00	

In the pages that follow, the detail applicable to each of the three divisions of the department is presented.

HEALTH DIVISION—HEALTH DEPARTMENT

1-05-21

The Health Division of the Health Department is responsible for those activities of the municipal government which are primarily designed to protect or promote the public health. It enforces statutory laws, ordinances, and regulations dealing with public health, and provides direct and indirect services to the population, including communicable disease control, environmental sanitation, and child hygiene. It operates through four sections which contain several bureaus with functions as described below. The Administrative and General Services Section coordinates the activities of the bureaus under its jurisdiction.

A — BUDGET SUMMARY

Group	1957		1958		1959	1960 Budget		Approved
	Expenditures		Expenditures		Appropriations	Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$1,472,627	13	\$1,492,783	34	\$1,484,000	00	\$1,648,057	00
2—Contractual Services . .	254,261	69	233,470	40	224,100	00	244,975	00
3—Supplies & Materials . .	72,834	37	77,572	32	81,250	00	93,600	00
4—Current Charges & Oblig's	4,653	45	870	43	1,001	00	1,570	00
5—Equipment	2,290	44	2,952	06	2,810	00	6,460	00
7—Structures & Improvements	41,386	13	35,335	16	—	—	—	—
TOTALS	\$1,848,053	21	\$1,842,983	71	\$1,793,161	00	\$1,994,662	00
							\$1,851,875	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960	\$32,856 00
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of the Health Division. Coordinates the fiscal and administrative phases of the division, including preparation of the budget, financial transactions, and management of personnel; and performs all functions necessary to the issuance of 24 separate types of licenses. In 1959, 10,233 licenses were issued. Compiles and maintains complete records on births, deaths, and reportable diseases; issues burial, transportation, and removal permits to funeral directors; and reviews all record forms used by the Health Division. In 1959, there were 13,825 permits issued to funeral directors. Approximately 15,600 births were recorded and 9,285 deaths of Boston citizens were reported. Coordinates health education activities within the Health Division and organizes health programs in schools and the community.

Personal Services	Contractual	Supplies	Current	Equipment	Total
No. Amount	Services	Materials	Charges		
27 \$135,280 00	\$13,770 00	\$4,550 00	\$970 00	\$500 00	\$155,070 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Commissioner, Head Administrative Clerk, Senior Legal Assistant, Principal Clerk-Stenographer.

Bureau of General Services: Director.

Bureau of Administration: Senior Accountant, Senior Cashier, Cashier, Senior Settlement Investigator, 4 Clerical Employees.

Garage and Automotive Service: Ambulance Service Foreman, Garage Foreman, 2 Motor Equipment Operators.

Bureau of Vital Statistics: Chief, Bureau of Vital Statistics, Principal Statistical Machine Operator, Clerical Employee.

Bureau of Health Education: Director of Public Health Education, 4 Public Health Educators, Motion Picture Operator, Principal Clerk and Stenographer. Overtime: \$600.00.

Contractual Services: Telephone service, \$7,500.00; automotive repairs, \$500.00; servicing of office equipment, \$500.00; transportation of persons, \$1,000.00; advertising and posting, \$200.00; cleaning, \$50.00; freight, \$20.00; issuing of burial permits, \$2,700.00; examiner of gas fitters, \$300.00; printing and binding, \$1,000.00.

Supplies and Materials: Gasoline, grease, and lubricating oils, \$600.00; tires and tubes, \$150.00; postage, \$3,500.00; general operating supplies, \$300.00.

Current Charges and Obligations: Rental of statistical machine, \$720.00; dues and subscriptions, \$195.00; registration of motor vehicles, \$15.00; insurance, \$40.00.

Equipment: Library books, \$200.00; file cabinets, \$300.00.

2. DETECTION AND CONTROL OF COMMUNICABLE DISEASES

Coordinates the activities of the 4 bureaus within the section and acts as the liaison with the other 3 sections of the Health Division to permit more effective functions of the various programs. Provides full control for all reportable

diseases as required by law. In 1959 there were 4,379 communicable diseases reported, processed, and followed when necessary. The 10 full-time public health physicians and 5 part-time public health physicians listed under the Child Hygiene Bureau also function in this bureau. Carries out a program to detect tuberculosis cases, to commit and/or arrange for treatment and hospitalization, and to follow up known cases in order to protect the health of the patient and the community. There were 563 new cases of tuberculosis discovered, reported, and processed in 1959; 13,524 visits made to clinics by tuberculosis patients; and 27,551 70-mm. films taken on the mobile X-ray unit and 8,110 large X-ray plates at health unit clinics. Performs cultural, microscopic, and serological examinations of specimens submitted by physicians, hospitals, and clinics to assist in establishing diagnosis of diseases and aid epidemiological studies. As an average over the last 5-year period, 55,000 specimens annually were prepared and examined.

Performs a generalized public health nursing service functioning through clinics, day care agencies, parochial schools, and in the home. There were 45,008 home visits for child hygiene purposes, 761 home visits for communicable disease cases, and 15,243 home visits to tuberculosis cases and contacts made by the nurses; 2,581 home visits and 2,164 school interviews with parents, 7,638 school interviews with teachers for the correction of defects in school children were also conducted.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
142	\$603,000 00	\$90,230 00	\$37,475 00	\$1,000 00	\$731,705 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Section of Medical Service, Principal Hospital and Institutional Inspector and Supervisor, Head Clerk.

Nursing Service: Director of Public Health Nurses, 3 Principal Public Health Nurses, 13 Supervising Public Health Nurses, Public Health Nutritionist, 76 Public Health Nurses, Principal Clerk and Typist, Principal Clerk and Stenographer, 5 Clerical Employees.

Bureau of Disease Control: Chief of Bureau of Disease Control, Public Health Investigator, Principal Clerk and Stenographer, 4 Principal Clerks and Typists, 2 Principal X-Ray Technicians, X-Ray Technician, 13 Clerical Employees, Senior Physician-Roentgenologist, Physician Roentgenologist, Chief Examining Physician, Tuberculosis.

Bureau of Diagnostic Laboratories: Head Bacteriologist, Principal Bacteriologist, 2 Senior Bacteriologists, 2 Junior Bacteriologists, 2 Laboratory Assistants, 2 Media Men, 2 Clerical Assistants.

Overtime: Services of employees on Saturdays, Sundays, and holidays in diagnostic laboratory, \$3,000.00.

Contractual Services: Telephone service, \$1,500.00; repairs of equipment, \$1,000.00; transportation of persons, \$8,000.00; care of tuberculosis patients, \$61,730.00; professional services at tuberculosis clinics, \$10,400.00. Consultant, \$1,200.00; cleaning, gown and apron service, \$4,350.00; printing, binding, and ruling, \$500.00; removal of bodies, \$500.00; social service index, \$150.00, ambulance service, \$900.00.

Supplies and Materials: Medical, dental, and hospital supplies, \$26,000.00; postage, forms, cards, and stationery, \$8,000.00; cleaning and custodial supplies, \$950.00; diagnostic and chemical supplies, \$2,525.00.

Equipment: X-ray equipment in health units, \$1,000.00.

3. OPERATION OF LOCAL HEALTH SERVICES

Coordinates the activities of the 2 bureaus within the section and acts as the liaison with the other 3 sections of the Health Division to permit more effective functioning of the various programs.

The ten George Robert White Fund Health Units provide local headquarters in the several communities of Boston for the Health Division and for the various health, welfare, and social agencies, but maintenance is provided entirely by the Health Division.

Operates the 21 decentralized stations of the Health Department bringing the preventive services of the Health Division to the various neighborhoods of the city. In 1959 the public health physicians gave 38,286 inoculations at these stations and made 12,322 physical examinations. In the local health units exclusive of the well child conferences (figures given above) 9,329 inoculations were given in addition to 1,608 physical examinations, and 4,790 physical examinations given children going to summer camps. In the parochial schools in 1959, the public health physicians gave 3,567 inoculations against diphtheria, tetanus, and poliomyelitis; 13,616 physical examinations were given in the parochial schools. There were 781 eye examinations given at the four eye clinics.

Provides dental education, preventive and therapeutic dental care to children in 21 clinics located throughout the city. There were 50,338 examined and/or treated at the various dental clinics in 1959, with 46,983 fillings and 15,515 extractions made, and 12,418 given prophylactic treatment; 57,879 Polio inoculations were given at various Units.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
93	\$403,400 00	\$107,700 00	\$29,725 00	\$400 00	\$800 00	\$542,025 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Section of Local Health Services, Head Clerk.

Maintenance of Health Units: Building Maintenance Supervisor, Assistant Building Supervisor, 24 Junior Building Custodians, Matron.

Bureau of Child Hygiene and Health Units: 14 Public Health Physicians, Physician-Ophthalmologist, 3 Principal Clerk-Stenographers, 4 Clerical Employees.

Bureau of Dental Services: Director of Dental Services, Dental Supervisor, 23 Public Health Dentists, 1 Head Dental Hygienist, 7 Dental Hygienists, Principal Clerk, 5 Dental Assistants, Dental Equipment Repairman, 2 Clerical Employees.

Temporary employees, \$1,000.00. Overtime, \$2,400.00.

Contractual Services: Telephone service, \$1,500.00; light, heat, and power, \$14,000.00; carpentry, electrical plumbing and miscellaneous repairs, \$10,000.00; servicing of equipment, \$1,000.00; transportation of persons, \$2,000.00; board and care of persons, \$50,000.00; well baby clinics, \$25,000.00; gown and apron service, \$4,000.00; printing, binding and ruling, \$200.00.

Health Division, Health Department — Continued

Supplies and Materials: Fuel oil, \$15,500.00; cleaning and custodial supplies, \$1,825.00; medical, dental, hospital supplies, \$8,000.00; postage, forms, cards, and stationery, \$3,200.00; general operating supplies and materials, \$1,200.00.

Current Charges and Obligations: Boiler Insurance, \$400.00.

Equipment: Dental equipment, \$800.00.

4. PROTECTIVE INSPECTIONS OF FOOD SUPPLIES, HOUSING, AND SANITATION, AND ENFORCEMENT OF PUBLIC HEALTH LAWS

Coordinates the activities of the 4 bureaus within the section and acts as the liaison with the other 3 sections of the Health Division to permit more effective functioning of the various programs.

Functions to prevent or remove nuisances injurious to the public health, comfort, or convenience and to enforce laws, ordinances, and regulations relating to environmental sanitation. In 1959, there were 112,128 inspections made and 22,268 official calls; 10,005 notices served; 7,884 nuisances were abated; and 420 complaints were referred to other city departments.

Supervises the purity of the food supply from the wholesale outlets and supply centers to the retail markets, including manufacturing establishments and restaurants; and maintains inspection of all animals intended for slaughter in Boston to ensure suitability for use as food. One hundred thirty thousand pounds of meat and poultry were condemned in 1959. 100,130 inspections were made; and 2,327,000 pounds of food condemned. Superintendent of Pedlars inspected 10,200 vehicles.

Performs a generalized sanitation program, including food inspection and housing and sanitation in the various districts of Boston.

Maintains protection of Boston milk and dairy products by supervision of the supply from the farm until purchased by the consumer. In 1959, there were 8,639 licenses or permits issued; 1,748 visits to dairies were made; 14,926 samples of milk and cream collected for analyses, and the lowest coliform count to date was attained.

Performs chemical and biological examinations of food and milk samples submitted for analysis. There were 7,500 chemical analyses, and 7,336 bacteriological examinations performed on samples submitted in 1959.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
83	\$404,000 00	\$12,800 00	\$5,975 00	\$200 00	\$100 00	\$423,075 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Section of Environmental Sanitation, Head Clerk.

Bureau of Housing: Chief of Bureau of Housing and Sanitation, Principal Clerk, Constable.

Bureau of Food: Chief of Bureau of Food, Superintendent of Pedlars, 11 Environmental Sanitation Inspectors, Constable, Principal Clerk and Stenographer.

Bureau of General Sanitation: 2 Principal Environmental Sanitation Inspectors, 4 Senior Environmental Sanitation Inspectors, 47 Environmental Sanitation Inspectors, 2 Clerical Employees.

Bureau of Milk and Chemistry: Chief of Bureau of Milk and Chemistry, 2 Assistant Milk Inspectors, Principal Clerk and Typist, 2 Junior Chemists, 2 Clerical Employees.

Temporary Employees: \$4,000.00.

Contractual Services: Telephone Service, \$1,500.00; servicing of equipment, \$500.00; transportation of persons, \$9,000.00; cleaning, \$250.00; printing and binding, \$500.00; spray service, \$800.00; cleaning of property, section 125, chapter 111, G.L., \$250.00.

Supplies and Materials: Cleaning and custodial supplies, \$150.00; medical, dental, and hospital supplies, \$1,000.00; postage, forms, cards, and stationery, \$4,300.00; miscellaneous supplies and materials, \$525.00;

Current Charges and Obligations: Assessment for mosquito control, \$200.00.

Equipment: Library, \$100.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	27	\$135,280 00	\$13,770 00	\$4,550 00	\$970 00	\$500 00	\$155,070
2. Detection and Control of Communicable Diseases	142	603,000 00	90,230 00	37,475 00	—	1,000 00	731,705
3. Operation of Local Health Services	93	403,400 00	107,700 00	29,725 00	400 00	800 00	542,025
4. Protective Inspections of Food Supplies, Housing, and Sanitation and Enforcement of Public Health Laws	83	404,000 00	12,800 00	5,975 00	200 00	100 00	423,075
TOTALS	345	\$1,545,680 00	\$224,500 00	\$77,725 00	\$1,570 00	\$2,400 00	\$1,851,875

REGISTRY DIVISION, HEALTH DEPARTMENT

1-05-22

The Registry Division of the Health Department has custody of all birth, marriage, and death records in the City of Boston.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$136,108 98	\$134,273 11	\$139,800 00	\$154,600 00	\$149,620 00	
2—Contractual Services . .	3,269 27	12,283 67	21,835 00	19,165 00	19,125 00	
3—Supplies & Materials . .	7,260 06	8,543 05	8,050 00	10,000 00	10,000 00	
4—Current Charges & Oblig's	99 00	90 00	131 00	131 00	100 00	
5—Equipment	199 20	193 83	242 00	270 00	250 00	
TOTALS	\$146,936 51	\$155,383 66	\$170,058 00	\$184,166 00	\$179,095 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$93,880 00

C — PROGRAMS

1. ADMINISTRATIVE

General supervision and direction of division.

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	\$19,392 00	\$95 00	\$500 00	\$77 00	\$50 00	\$20,114 00

Personal Services: City Registrar, Head Clerk, Principal Clerk and Stenographer.

Contractual Services: Convention travel, \$65.00; advertising and posting, \$30.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$500.00.

Current Charges and Obligations: Dues and subscriptions, \$35.00; and premium on surety bonds, \$42.00.

Equipment: Library books, \$50.00.

2. MAINTENANCE OF VITAL STATISTICS AND ISSUANCE OF LICENSES, CERTIFIED COPIES, AND ABSTRACTS

Indexes marriages and processes and issues marriage licenses, records, and makes duplicate copies for the Secretary of State and out-of-town residents and enforces the law regarding divorce papers. Approximately 7,256 marriage licenses, 5,979 certified copies, and 4,006 abstracts are issued yearly. Processes and issues all necessary copies of birth certificates and parent returns and sends congratulatory scrolls to parents on birth. There are 35,370 certified copies of births and 25,893 abstract copies issued yearly. Processes and issues death certificates, certified copies, and abstracts. There are 29,849 death certificate copies and 3,793 death abstracts issued annually. Processes all corrections, changes, depositions, legitimizations, etc., in regard to birth, marriage, and death records in Boston. Approximately 3,000 corrections are made yearly. Collects fees for department.

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
33	\$130,228 00	\$19,030 00	\$9,500 00	23 00	\$200 00	\$158,981 00

Personal Services: Performance under this program is divided among the following sections:

Marriage Section: 3 Assistant City Registrars, 5 Clerical Employees.

Birth Section: Cashier, 14 Clerical Employees.

Death Section: Principal Clerk, 6 Clerical Employees.

Deposition Section: 3 Deposition Clerks.

Vacation Supply: 7 clerical employees, \$2,100.00. Overtime, \$1,500.00.

Contractual Services: Servicing of office equipment, \$50.00; travel expenses, \$10.00; printing, binding, marriage intentions, licenses, and records, \$6,500.00; microfilming services, \$7,000.00; consolidation of indexes for 5 years, \$5,470.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$9,425.00; wrapping paper and twine, \$75.00.

Current Charges and Obligations: Premium on surety bonds, \$23.00.

Equipment: Furniture, \$200.00.

D — PROGRAM SUMMARY

Program	No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative	3	\$19,392 00	\$95 00	\$500 00	\$77 00	\$50 00	\$20,114 00
2. Maintenance of Vital Statistics and Issuance of Licenses, Certified Copies, and Abstracts	33	130,228 00	19,030 00	9,500 00	23 00	200 00	158,981 00
TOTALS	36	\$149,620 00	\$19,125 00	\$10,000 00	\$100 00	\$250 00	\$179,095 00

WEIGHTS AND MEASURES DIVISION, HEALTH DEPARTMENT

1-05-23

The primary duty of the Weights and Measures Division is to see that equity prevails in all sales of commodities or services which involve the use of weighing or measuring devices. It is also charged with the enforcement of the provisions of the hawker, pedler, and transient vendor laws.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$82,606 39	\$81,331 91	\$83,485 00	\$89,442 00	\$87,653 00	
2—Contractual Services . . .	1,151 05	1,507 83	1,525 00	1,991 00	1,650 00	
3—Supplies & Materials . . .	2,611 88	2,588 57	2,610 00	3,453 00	2,650 00	
4—Current Charges & Oblig's	1,396 01	1,489 96	1,510 00	1,809 00	1,809 00	
5—Equipment	98 43	430 63	250 00	12,100 00	250 00	
TOTALS	\$87,863 76	\$87,348 90	\$89,380 00	\$108,795 00	\$94,012 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$23,200 00

C — PROGRAM

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervises and directs the fiscal and administrative services of the division.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Total
3 \$17,761 00	\$175 00	\$250 00	\$180 00	\$18,366 00

Personal Services: Sealer of Weights and Measures, Chief Deputy Sealer of Weights and Measures, Principal Clerk and Typist.

Contractual Services: Travel expenses, \$150.00; advertising and posting, \$25.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$200.00; purchase food for evidence, \$50.00.

Current Charges and Obligations: Surety bond, insurance premium and business certificates, \$180.00.

2. INSPECTING, TESTING, AND SEALING OF WEIGHING AND MEASURING DEVICES

Inspects, tests, seals, adjusts, or condemns many different types of equipment used in weighing and measuring; supervises the manner in which such equipment is used and enforces all rules and regulations regarding the same, reweighing or remeasuring commodities that have been put up in advance of sale; checks the quantity in original packages put up by manufacturer; checks loads of coal, road material, liquid fuel; the marking of break labels and wrappers, and the inspection of clinical thermometers.

In 1959 there were 9,495 places of business visited at which time there were 46,647 pieces of equipment sealed, 3,201 of which were adjusted, 1,253 pieces of equipment were condemned for repairs, and 340 were tagged, not sealed; 29,213 reweights of fuel, food, and other commodities were made and 57,114 inspections of various types were made.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
15 \$69,892 00	\$1,475 00	\$2,400 00	\$1,629 00	\$250 00	\$75,646 00

Personal Services: 14 Deputy Sealers of Weights and Measures, 1 Heavy Duty Motor Equipment Operator.

Contractual Services: Repairs to automotive equipment, \$1,300.00; replating of working standards, \$100.00; travel expenses, \$15.00; cleaning, \$15.00; recutting of dies and miscellaneous equipment, \$30.00; printing and binding, \$15.00.

Supplies and Materials: Gasoline for 11 automotive units, \$900.00; lubricating oil, \$30.00; tires and tubes, \$100.00; antifreeze, chain units, battery replacements, \$70.00; postage, forms, cards, and stationery, \$700.00; replacement of hardware items, paints, and brushes, \$80.00; aluminum seals, \$170.00; lead wire seals, \$160.00; steel stamping dies, \$140.00; coveralls, rubber gloves, \$50.00.

Current Charges and Obligations: Rents, taxes, and licenses, \$1,629.00.

Equipment: Replacement of working standards of weights and measures, \$250.00.

D — PROGRAM SUMMARY

Program	Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services . . .	3 \$17,761 00	\$175 00	\$250 00	\$180 00	—	\$18,366 00
2. Inspecting, Testing, and Sealing of Weighing and Measuring Devices . . .	15 69,892 00	1,475 00	2,400 00	1,629 00	\$250 00	75,646 00
TOTALS	18 \$87,653 00	\$1,650 00	\$2,650 00	\$1,809 00	\$250 00	\$94,012 00

HOSPITAL DEPARTMENT

1-06-00

The Hospital Department provides medical and surgical care for the citizens of Boston. The department is under the charge of 5 unpaid trustees.

The department's activities are carried on by 3 divisions, and a summary of the divisional appropriations is given below.

Title	1957 Expenditures		1958 Expenditures		1959 Appropriations	1960 Budget		Approved
						Requested by Department	Recommended by Mayor	
City Hospital	\$13,929,344	51	\$14,826,690	81	\$15,076,200	00	\$16,974,332	00
Sanatorium	2,285,667	36	2,249,939	91	2,226,220	00	2,398,219	00
Long Island Hospital	2,365,448	36	2,518,560	98	2,504,600	00	3,214,910	00
TOTALS	\$18,580,460	23	\$19,595,191	70	\$19,807,020	00	\$22,587,461	00

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1957 Expenditures		1958 Expenditures		1959 Appropriations	1960 Budget		Approved
						Requested by Department	Recommended by Mayor	
—Personal Services	\$13,137,927	82	\$14,475,884	95	\$14,829,000	00	\$16,521,018	00
—Contractual Services . . .	1,123,325	85	983,147	92	900,725	00	1,303,817	00
—Supplies & Materials . . .	3,715,873	60	3,770,567	85	3,747,225	00	3,996,180	00
—Current Charges & Oblig's	13,068	09	9,871	26	12,250	00	42,837	00
—Equipment	115,760	84	128,833	86	107,820	00	185,409	00
—Structures & Improvements	472,008	03	226,885	86	210,000	00	536,700	00
—Land & Improvement (Landscaping)	2,496	00	—	—	—	00	1,500	00
TOTALS	\$18,580,460	23	\$19,595,191	70	\$19,807,020	00	\$22,587,461	00

In the pages that follow, the detail applicable to each of the 3 divisions of the department is presented.

HOSPITAL DEPARTMENT, BOSTON CITY HOSPITAL

1-06-11

The City of Boston Hospital Department consists of the Main Hospital for general diseases, the South Department for contagious cases, the Sanatorium Division for tuberculosis cases, the Long Island Hospital Division for chronic cases and the East Boston Relief Station for accident cases.

The hospital is governed by five unpaid trustees appointed by the Mayor, one being appointed each year for a term of five years. The trustees annually appoint the Medical and Surgical Staff to serve for a term of one year.

On June 1, 1864, the Boston City Hospital first opened for the reception of patients. From that date until January 1959, there have been treated 1,794,658 ward patients and 5,121,946 out-patients (making 18,313,245 visits), which represents a total of 6,916,604 who have received the benefits of the hospital up to the beginning of the present year.

During the first hospital year 1,066 patients were treated; during the year 1958, 34,571 patients were treated in the wards and 27,182 were treated in the Out-Patient Department. These out-patients made 272,890 visits to the hospital for advice and treatment. During the past year 33,615 patients were admitted, and 390,170 days' treatment given. Daily average of patients treated in the Out-Patient Department was 1,087.

The number of beds at the Main Hospital, not including South Department, Sanatorium, or Long Island, at present is 1,415. There is a total of 26 buildings.

The greater laboratories of the hospital are the Mallory Institute of Pathology, the Thorndike Memorial Laboratory, the Neurological, the Pediatric, Rh Blood, the Surgical Research, the Biochemical Laboratory and the Sears Surgical Laboratory.

The hospital is fully licensed by the Massachusetts Department of Public Health. Full approval has been received from the Joint Accreditation Commission. The hospital is affiliated for teaching purposes with Boston University, Harvard and Tufts University Medical Schools. The School of Nursing has full accreditation, both state and national.

A — BUDGET SUMMARY

Group	1957		1958		1959		1960 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
1—Personal Services . . .	\$10,113,597	07	\$11,226,218	36	\$11,595,000	00	\$12,680,527	00	\$11,495,000	00
2—Contractual Services . . .	819,093	42	706,438	35	628,000	00	899,150	00	411,382	00
3—Supplies & Materials . . .	2,610,440	10	2,691,504	27	2,675,000	00	2,900,638	00	2,618,000	00
4—Current Charges & Oblig's	10,568	92	8,298	86	10,000	00	39,517	00	12,000	00
5—Equipment	83,255	25	86,338	19	58,200	00	96,300	00	45,000	00
7—Structures & Improvements	292,389	75	107,892	78	110,000	00	358,200	00	20,000	00
TOTALS	\$13,929,344	51	\$14,826,690	81	\$15,076,200	00	\$16,974,332	00	\$14,601,382	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$3,878,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of the hospital, based on policies formulated and approved by the Board of Trustees. Provides general clerical and accounting services for all departments of the hospital. Budgets are prepared; appropriation and cost accounts are kept, personnel actions are processed, supplies and materials are requisitioned and distributed, and perpetual inventory records are maintained. Storerooms and supply services are operated; telephone service is furnished; religious services are conducted; admissions are controlled; bills are prepared; reports are made for government agencies and the public; and statistical records are kept.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
208	\$872,578 00	\$99,269 00	\$21,100 00	\$2,000 00	\$1,669 00	\$996,616 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Director's Office: Director of Hospitals and Superintendent, Boston City Hospital, 1 Principal Administrative Assistant, 1 Administrative Assistant, and 4 Clerical Employees.

Assistant Superintendent's Office: Assistant Superintendent and 3 Clerical Employees.

Executive-Admitting Office:

Executive Office: Principal Executive Physician, Head Clerk, and 6 Clerical Employees.

Admitting Department: 4 Senior Executive Physicians, Head Clerk, Supervisor, 4 Clerical Employees, 2 Male Nurses.

Valuables Office: Supervisor of Patients' Valuables, 4 Clerical Employees.

Admitting Clerk's Office: Head Clerk, 9 Clerical Employees, Clerk, part time.

General Service Section:

Executive Secretary's Office: Executive Secretary, Head Account Clerk, 5 Clerical Employees.

Property Inventory: 2 Clerical Employees.

Stock Record Division: Head Clerk, 6 Clerical Employees.

Payroll Distribution: 3 Clerical Employees.

Invoice: Head Clerk, 4 Clerical Employees.

Requisition: 3 Clerical Employees.

Personnel: Senior Personnel Officer, 2 Personnel Officers, 8 Clerical Employees.

Finance Office:

Admitting Social Service: Head Social Work Supervisor, 10 Social Workers, 3 Clerical Employees.

Billing: Hospital Finance Officer, Head Clerk, 2 Senior Accounting Machine Operators, 14 Clerical Employees.

Cashier's Office: Head Cashier.

Accounting Office: Senior Accountant, Accountant, 2 Senior Accounting Machine Operators, Principal Clerk.

Payroll Office: Head Clerk, 7 Clerical Employees.

Statistics Office: Head Clerk, Clerical Employee.

Chief Clerk's Office: Head Clerk, Clerical Employee.

Central Storeroom: Principal Storekeeper, Principal Hospital House Worker, 6 Senior Hospital House Workers, 2 Hospital House Workers, Clerical Employee.

Medical and Surgical Supply: Principal Clerk, Senior Hospital Medical Worker, Clerical Employee.

Telephone Office: Chief Operator, 21 Telephone Operators, Clerical Employee.

Mail: Principal Clerk: 4 Clerical Employees.

Information Desk: Head Clerk, 17 Clerical Employees.

Religious Services: 5 Chaplains.

South Department, Clerk's Office: Head Clerk, 2 Clerical Employees.

South Department, Gate Lodge: Executive Supervisor, 4 Clerical Employees.

Temporary Employees: \$6,000.00.

Overtime: \$6,500.00.

Contractual Services: Telephone service, \$90,000.00; telegraph service, \$5,000.00; servicing of office machines, \$3,500.00; attendance at conventions, car fares, \$500.00; reporting hearings, \$200.00; machine inspection, \$69.00.**Supplies and Materials:** Postage, cards, forms and stationery, \$20,500.00; photographic supplies, \$600.00.**Current Charges and Obligations:** Dues and subscriptions, \$153.00; premium on surety bonds, \$350.00; miscellaneous rentals, \$1,497.00.**Equipment:** Office equipment, \$1,669.00.**2. PROFESSIONAL CARE OF PATIENTS**

Responsible for the medical, surgical, nursing, and the actual professional care of the patient. This includes ward and orderly services, the Medical Records and Medical Library Sections, the Social Service Department, the Pharmacy, the Ambulance Service, all Laboratory and Technical Services such as X-ray, blood bank, cardiology, anesthesiology, neurology, pathology, physical therapy, and all other departments of a technical nature directly concerned with the care of the patient.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
2,084	\$6,718,534 00	\$59,510 00	\$1,266,000 00	\$7,460 00	\$26,650 00	\$8,078,154 00

Personal Services: Performance under this program is divided among the following divisions or sections:**Medical Administrative Services:**

Staff Secretary's Office: Principal Medical Stenographer, Clerical Employee.

Medical Library: Medical Librarian, Assistant Medical Librarian, Hospital Medical Worker.

Medical Records: Medical Record Librarian, Head Clerk, 8 Principal Medical Stenographers, 20 Clerical Employees, 2 Hospital House Workers.

Department of Social Work: Medical Social Work Director, Principal Medical Social Work Supervisor, Psychiatric Social Work Supervisor, 5 Medical Social Work Supervisors, 21 Medical Social Workers, Psychiatric Social Worker, 5 Clerical Employees.

Pharmacy: Head Pharmacist, 5 Pharmacists, 4 Hospital House Workers, Clerical Employee.

Nursing Service and School of Nursing:

Administrative Section: Director, School of Nursing and Nursing Service, First Assistant Director, School of Nursing, 3 Assistant Nursing Directors, Nursing Service Assistant, 4 Clerical Employees.

School of Nursing: Educational Director, School of Nursing, Clinical Nursing Coordinator, Senior Nursing Instructor, 9 Supervisor Nursing Instructors, 5 Nursing Instructors, 3 Nursing School Assistants, Senior Assistant Nursing Instructor, Assistant Nursing Instructor, Head Nurse Student Health Office, Physical Instructor, Librarian School of Nursing, 225 Boston City Hospital Students (not included in total).

Ward Care: 22 Supervising Nurse-Administrators, 52 Head Nurses, 146 Floor Duty Nurses, 95 Floor Duty Nurses (part time), 5 Senior Hospital Medical Workers, 648 Hospital Medical Workers, 24 Clerical Employees.

Operating Room: 3 Supervising Nurse-Administrators, 12 Head Nurses, 20 Floor Duty Nurses, 5 Floor Duty Nurses (part time), 2 Ambulance and Medical Aide Men, 4 Senior Hospital Medical Workers, 24 Hospital Medical Workers.

Delivery Room: 4 Head Nurses, 6 Floor Duty Nurses, 3 Floor Duty Nurses (part time), 12 Licensed Practical Nurses.

Nursery: Supervising Nurse Administrator, Head Nurse, 4 Floor Duty Nurses, 6 Floor Duty Nurses (part time), 6 Licensed Practical Nurses.

South Department—Administrative Nursing: Assistant Nursing Director, Supervising Nursing Instructor, 3 Supervising Nurse-Administrators, Nursing School Assistant, 2 Senior Hospital House Workers, 27 Hospital House Workers.

South Department—Ward Care: 4 Head Nurses, 13 Floor Duty Nurses (tuberculosis), 3 Floor Duty Nurses (tuberculosis) (part time), 4 Floor Duty Nurses, 3 Floor Duty Nurses (part time), Senior Hospital Medical Worker, Laboratory Assistant, 23 Hospital Medical Workers.

Medical and Surgical Services:

Surgical Services: Director of First Surgical Service, 2 Associate Directors of First Surgical Service, Director of Third Surgical Service, Assistant Director of Third Surgical Service, Director of Fifth Surgical Service, Assistant Director of Fifth Surgical Service, Director of Neurosurgery, Associate Director of Neurosurgery, Assistant Director of Neurosurgery, Director of Gynecology and Obstetrics, Director Oral Surgery, Physician, Urology, Director Pediatric Surgical Teaching, Fellow, Fifth Surgical, Fellow, Thoracic Surgery, Fellow, Ophthalmology, Fellow, Third Surgical, 16 Chief Residents, 26 Residents, 31 Senior Assistant Residents, 32 Junior Assistant Residents, 23 Internes, 5 Laboratory Technicians, Laboratory Assistant, 3 Senior Medical Workers, 5 Hospital Medical Workers, 2 Clerical Employees, Clerical Employee (part time).

Hospital Department, Boston City Hospital — Continued

Medical Services: 2 Physicians, Fifth and Sixth Medical, Director, Pediatrics, Assistant Director, Pediatrics, 2 Associates, Pediatric Director, Diabetes Laboratory, Director, First and Third Medical Service, Physician, School of Nursing, Associate Director, Second and Fourth Medical, Coordinating Teacher, 2 Chief Residents, 11 Residents, 30 Senior Assistant Residents, 44 Junior Assistant Residents, 54 Internes, 1 Clerical Employee, 4 Hospital Medical Workers.

South Department Medical Staff: Senior Executive Physician, Physician.

Psychiatric Service: Physician, Psychiatric Service, 5 Chief Residents, 2 Clinical Psychologists, Supervising Nursing Administrator, 5 Floor Nurses, 1 Occupational Therapist, 2 Clerical Employees, 9 Hospital Medical Workers.

Laboratory and Technical Services:

Technical Service: Director of Clinical Laboratory, X-Ray Dental Technician, Orthoptic Technician, Laboratory Assistant, Clerical Employee.

Department of Anesthesiology: Director of Anesthesiology, Associate Director of Anesthesiology, 5 Associates, Anesthesiology, Associate Anesthesiology Research, 6 Chief Residents, 8 Residents, Chief Nurse Anesthetist, 5 Nurse Anesthetists, Supervising Nursing Administrator, 2 Head Nurses, 3 Floor Nurses, 5 Hospital Medical Workers, Principal Medical Stenographer, Research Laboratory Technician.

Surgical Research Laboratory: Research Laboratory Technician, Laboratory Technician, Clerical Employee, Hospital Medical Worker.

Blood Bank: Director of Blood Bank, Head Nurse, 3 Floor Nurses, 3 Laboratory Technicians, 2 Laboratory Assistants, 4 Hospital Medical Workers, 2 Clerks (part time), 2 Clerical Employees.

Fenwal Laboratory: Supervising Nursing Administrator, Head Nurse, 2 Laboratory Technicians, 2 Laboratory Assistants, Senior Hospital Medical Worker, 7 Hospital Medical Workers.

Circulation Laboratory: Director Circulation Laboratory, Surgical Research Nurse, Laboratory Technician.

Department of Inhalation Therapy: Director of Inhalation Therapy, Associate, Inhalation Therapy, Fellow, Inhalation Therapy, Senior Inhalation Equipment Technician, Inhalation Equipment Technician, Laboratory Assistant, Clerical Employee, Hospital Medical Worker.

Neurological Unit: EEG Technician, Laboratory Technician, 2 Clerical Employees, Laboratory Assistant.

Rh Laboratory: Director of Rh Laboratory, Laboratory Technician.

Thorndike Memorial Laboratory: Director of Thorndike, Associate Director, Thorndike, 4 Assistant Physicians, 5 Fellows, Thorndike 2 Research Laboratory Technicians, 5 Laboratory Technicians, 2 Laboratory Assistants, Laboratory Helper, 5 Clerical Employees, Hospital Medical Worker, 2 Hospital House Workers.

EKG Laboratory: Director, EKG Laboratory, Head EKG Technician, EKG Technician, 2 Assistant EKG Technicians, Laboratory Assistant, Hospital Medical Worker.

Medical Staff and Administrator of Pathology Laboratory: Director, Pathology, Associate Director, Pathology, 4 Associates, Pathology 3 Chief Residents, 3 Residents, 5 Senior Assistant Residents, 6 Junior Assistant Residents, 3 Internes, 5 Clerical Employees, 3 Hospital Medical Workers, 2 House Workers.

Bacteriology Laboratory: Associate, Bacteriology, 2 Fellows, Bacteriology, Head Bacteriologist, 2 Principal Bacteriologists, Senior Research Laboratory Technician, Senior Bacteriologist, 4 Laboratory Technicians, 5 Laboratory Assistants, Hospital House Worker, 2 Clerical Employees.

Ascheim Zondek Laboratory: Laboratory Technician.

Histology Laboratory: Research Laboratory Technician, 4 Laboratory Technicians, 2 Laboratory Assistants.

Neuropathology Laboratory: 2 Laboratory Technicians.

Cytology Laboratory: 4 Laboratory Technicians.

Hematology Laboratory: 2 Laboratory Assistants.

Mortuary: Mortuary Supervisor, Assistant Mortuary Supervisor, 2 Principal Hospital Medical Workers, 3 Senior Hospital Medical Workers, 5 Hospital Medical Workers.

Biochemical Laboratory: Director, Biochemical Laboratory, Senior Research Laboratory Technician, 2 Research Laboratory Technicians, 8 Laboratory Technicians, 4 Laboratory Assistants, Hospital Medical Worker, Clerical Employee.

Department of Physical Medicine and Rehabilitation: Director, Physical Therapy, Principal Physical Therapist, Senior Physical Therapist, 8 Physical Therapists.

Radiology Department: Director, Radiology, Associate Director, Radiology, 7 Associates, Radiology, 2 Physicians, Radiology, Chief Resident, 2 Residents, 10 Senior Assistant Residents, Head X-Ray Technician, X-Ray and Radium Therapist, 2 Principal X-Ray Technicians, 15 Senior X-Ray Technicians, 2 X-Ray Technicians, 2 Head Nurses, 3 Floor Duty Nurses, Nurse Technician, 1 Clerical Employee, 22 Hospital Medical Workers.

Central Supply: Supervising Nursing Administrator, 2 Floor Duty Nurses, 7 Hospital House Workers, Senior Hospital Medical Worker, 33 Hospital Medical Workers, 15 Hospital Medical Workers (part time), Clerical Employee.

Ambulance Service: Supervisor Ambulance Service, 2 Ambulance Foreman, 31 Ambulance Drivers.

Temporary Employees: \$480,000.00 (estimated cost of Special Nurses, one shift or more) and vacation supply for other employees.

Overtime: \$119,000.00 for the salaries of Nurses and other employees who are willing to work Saturdays or a day beyond the regular 5-day week.

Contractual Services:

Repairs and Servicing of Equipment:

Sharpening and repairing of instruments, \$12,000.00; X-Ray machines and tubes, \$14,000.00; laboratory, \$5,000.00; medical, surgical and hospital equipment, \$5,000.00; automotive, \$5,000.00.

Travel Expenses: Carfares for social workers and student nurses, \$2,110.00.

Other Contractual Services: Binding, \$600.00; printing, \$200.00.

Instaff education program for graduate nurses, \$400.00.

Service charge to Red Cross for processing of blood, \$9,900.00.

Cleaning stills in Fenwal Laboratory, \$150.00.

Freight and express charges, \$30.00.

Microfilming of 1958 Autopsy and Surgical Records, \$430.00.

Charges for processing Pathology laboratory film, \$500.00.

Various tests in outside laboratories, \$3,000.00.

Inspection of machines, \$900.00.

Engraving diplomas for doctors, \$40.00.

Inspection of suction pumps in operating room, \$250.00.

Supplies and Materials:

Automotive, \$3,000.00.

Household supplies, \$32,500.00.

Medical, Dental, and Hospital Supplies: Medicine and drugs, \$500,000.00; bandages, \$170,000.00; X-Ray film and supplies, \$150,000.00; laboratory supplies, \$172,900.00; miscellaneous, \$125,000.00.

Office Supplies and Materials: Postage, forms, cards, and stationery, \$47,600.00.

Miscellaneous Supplies and Materials: General operating supplies, \$45,000.00; repair parts and materials, \$4,000.00; tools and instruments, \$3,000.00; miscellaneous supplies, \$13,000.00.

Current Charges and Obligations: Rentals, \$1,690.00; dues and subscriptions, \$5,744.00; licenses, \$26.00.
Equipment: Office equipment, \$1,500.00; medical, dental, and hospital equipment, \$25,150.00.

3. DIETARY PLANNING, PREPARATION, AND SERVING OF MEALS

Responsible for the planning and preparation of meals for the patients, house officers, and employees' cafeteria. Approximately 2,060,289 meals were served in 1959.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
259	\$897,569.00	\$7,545 00	\$878,330 00	\$11 00	\$836 00	\$1,784,291 00

Personal Services:

Dietary and Kitchen Service:

Administrative Commissary Department: Chef, 2 Senior Assistant Chefs, 5 Assistant Chefs, Cashier, 2 Clerical Employees.

Commissary, Cafeteria, Storeroom, Doctors' Dining Room: Head Hospital Kitchen Worker, 12 Principal Hospital Kitchen Workers, 48 Senior Hospital Kitchen Workers, 166 Hospital Kitchen Workers.

Dietary Department: Head Dietitian, 10 Dietitians, 10 Hospital Kitchen Workers.

Temporary Employees: \$1,000.00.

Overtime: \$12,600.00.

Contractual Services: Repairs to kitchen equipment, \$6,500.00; carfares, \$25.00; cleaning exhaust systems in kitchens, \$1,000.00; freight charges, \$15.00; sealing and adjusting scales, \$5.00.

Supplies and Materials:

Food Supplies: (\$840,000.00).

Meats: Beef, veal, lamb, pork, poultry, \$275,000.00; fish, \$25,000.00; dairy products, milk and cream, \$181,500.00; butter, oleomargarine, cheese, eggs, \$68,000.00; processed foods, fruits, \$25,000.00; ice cream mix, \$27,000.00; groceries and canned goods, \$150,000.00; tea, tea bags, coffee, cocoa, \$25,000.00; sugar and flour, \$18,500.00; vegetables, frozen and fresh, \$45,000.00.

Household Supplies: \$32,030.00.

Office Supplies: \$300.00.

Miscellaneous Supplies and Materials: General operating supplies, \$2,000.00; wearing apparel, \$4,000.00.

Current Charges and Obligations: Licenses, \$11.00.

Equipment: Office equipment, \$30.00; kitchen equipment, \$806.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

Responsible for the general cleaning services of the hospital. The area cleaned includes 7 ward buildings with 46 floors, 6 laboratory and research buildings with 27 floors, a house officers' building and annex with 11 floors, 4 nurses' buildings with 17 floors, and an accident and general service building containing 10 floors. This group is responsible for marking, mending, and distributing hospital linens; furnishes a ward porter service for handling laundry, medicine for patients, and the delivery of food trucks to the wards; operates the hospital elevators; and provides miscellaneous porter services. The laundry cleans all linens for the main hospital. An average of 93,000 pieces are finished weekly, including 41,800 sheets, 11,991 body gowns, and over 3,000 blankets.

Responsible for the maintenance and repair work throughout the hospital and for the operation of the Power Plant. This service maintains the electrical system and makes emergency repairs; repairs and refinishes furniture; performs routine painting jobs; repairs the plumbing system; and has charge of the maintenance of the various refrigerating systems. The Power Plant supplies heat and light to approximately 26 hospital buildings. The Security Section is responsible for the control of all entrances and exits of the hospital and the protection of property and equipment.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
635	\$2,020,731 00	\$242,620 00	\$416,153 00	\$2,529 00	\$10,345 00	\$20,000 00	\$2,712,378 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Housekeeping and Linen Service:

Administrative: Supervising Nursing Administrator, Head Nurse, Clerical Employee.

Linen Room: Principal Hospital House Worker, 11 Senior Hospital House Workers, 3 Hospital House Workers.

Ward Buildings: 9 Senior Hospital House Workers, 137 Hospital House Workers.

House Officers' Building: 3 Senior Hospital House Workers, 10 Hospital House Workers.

Nurses' Homes: 2 Floor Duty Nurses, 4 Housemothers (Nurse), 2 Senior Hospital House Workers, 25 Hospital House Workers.

Dowling Ward Building: Supervising Nursing Administrator, 2 Head Nurses, 2 Senior Hospital House Workers, 27 Hospital House Workers.

Ward Porters' Department: Head Hospital House Worker, 3 Principal Hospital House Workers, 8 Senior Hospital House Workers, 55 Hospital House Workers.

Operating Room: 11 Hospital House Workers.

Elevator Department: 3 Principal Elevator Operators, 9 Senior Elevator Operators, 80 Elevator Operators.

Laundry Department: Laundry Supervisor, Assistant Laundry Supervisor, 6 Principal Hospital Laundry Workers, 8 Senior Hospital Laundry Workers, 84 Hospital Laundry Workers, Hospital House Worker.

Plant and Maintenance Service:

Administration: Plant Superintendent, Chief Power Plant Engineer, 2 Clerical Employees.

Maintenance Service: Clerk of the Works, Chief Electrician, Carpenter Foreman Working Foreman Steamfitter, 2 Electricians, Working Foreman Painter, 5 Steamfitters, 3 Plumbers, Plasterer, 5 Carpenters, 4 Hospital Mechanical Repairmen, Machinist, Sign Painter and Letterer, 3 Painters, 3 Electrician's Helpers, 2 Steamfitter's Helpers, 4 Plumber's Helpers, Gardener's Helper.

Power Plant: First-Class Stationary Engineer, 7 Second-Class Stationary Engineers, 6 Third-Class Stationary Engineers, 13 First-Class Steam Firemen, Boiler Maintenance Man.

Security Force: Head Hospital Guard, Principal Hospital Guard, 6 Senior Hospital Guards, 24 Hospital Guards.

South Department: Supervisor's Office: Head Clerk, Principal Hospital Medical Worker, 4 Hospital House Workers, 12 Hospital Medical Workers.

Temporary Employees: \$6,000.00.

Overtime: \$20,900.00.

Hospital Department, Boston City Hospital — Continued

Contractual Services: Electricity, \$49,000.00; gas fuel, \$11,000.00.

Repair and Maintenance of Buildings and Structures (\$105,000.00).

Contracts for servicing of elevators and dumbwaiters, \$30,000.00; carpentry, \$10,000.00; electrical, \$10,000.00; plumbing and steam fitting, \$35,000.00; painting, \$10,000.00; masonry and general repairs, \$10,000.00.

Servicing of Equipment, (\$37,000.00):

Housekeeping department, \$8,000.00; laundry, \$3,000.00; South department, \$1,500.00; plant department, \$24,500.00.

Transportation of Persons: Convention expenses, \$300.00; carfares, \$60.00.

Miscellaneous Contractual Services: Advertising, \$310.00; cleaning windows in hospital, \$10,500.00; other cleaning, \$500.00; freight and express charges, \$100.00; extermination of pests, \$2,500.00; miscellaneous inspections, \$6,750.00; architects' fees, \$2,000.00; services of consulting engineer, \$10,400.00; public relations, \$7,200.00.

Supplies and Materials: Fuel oil, \$198,200.00.

Household Supplies and Materials, (\$109,473.00.):

Laundry, \$6,000.00; linen room, \$90,000.00; storeroom, \$11,473.00; plant, \$2,000.00.

Postage, forms, cards, and stationery, \$1,000.00.

Miscellaneous Supplies and Materials, (\$107,480.00):

Linen room, \$40,000.00; storeroom, \$5,000.00; security, \$2,000.00; laundry, \$1,700.00; plant, \$30,000.00; power plant, \$6,000.00; wearing apparel (uniforms), \$22,000.00; miscellaneous, \$780.00.

Current Charges and Obligations: Gas rentals, \$360.00; rental of Ozone generators, \$1,134.00; dues and subscriptions, \$35.00; boiler insurance, \$1,000.00.

Equipment: Housekeeping, Office, \$345.00; miscellaneous equipment, housekeeping, \$2,500.00; laundry, \$1,600.00; storeroom, \$180.00; power plant, \$1,500.00; plant, \$4,220.00.

Structures and Improvements: Installations, alterations and repairs, \$20,000.00.

5. OUT-PATIENT AND EMERGENCY SERVICE

This program consists of all out-patient clinic and emergency services. Out-patient problems of a medical or surgical nature as well as the diagnosis and treatment of problems in pediatrics, gynecology, allergies, epilepsy, etc., are handled in the Out-Patient Department. Situations of an emergency nature in the East Boston area are handled at the East Boston Relief Station. Emergency cases coming to the main hospital are handled on the Accident Floor, 104,907 treated in 1959. The Fracture Unit is maintained for the treatment of orthopedic cases and the emergency treatment of fractures, dislocations, and sprains. This unit also treats in-patients and a portion of its costs is charged to Program 2, Professional Care of Patients.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
278	\$985,588 00	\$2,438 00	\$36,417 00	\$5,500 00	\$1,029,943 00

Personal Services:

Out-Patient Department:

Administrative: Nursing Director, Supervising Nursing Administrator.

Nursing Service: 2 Supervising Nursing Administrators, 10 Head Nurses, 16 Floor Duty Nurses, 6 Floor Duty Nurses (part time), Senior Hospital Medical Worker, 18 Hospital Medical Workers.

Laboratory and Technical Service: Director of Immunology, Resident, 2 Junior Bacteriologists, 7 Laboratory Technicians, Laboratory Assistant, 7 Laboratory Assistants (part time), Dental X-Ray Technician, Head X-Ray Technician, 3 Senior X-Ray Technicians, Hospital House Worker.

Clerical and Record Service: Assistant Medical Librarian, Head Clerk, 2 Principal Clerks, 17 Clerical Employees, 18 Clerical Employees (part time), 2 Hospital Medical Workers.

* V.D. Clinic Program: 3 Head Nurses, Laboratory Assistant, Clerical employee, Clerk (part time).

East Boston Relief Station: Senior Executive Physician, Executive Physician, Supervising Nursing Administrator, 4 Floor Duty Nurses, Floor Duty Nurse (part time), 4 Ambulance and Medical Aide Men, Senior Hospital House Worker, 3 Hospital House Workers, Clerical Employee.

Fracture Unit:

Medical Staff: 4 Residents, 4 Senior Assistant Residents.

General and Administrative: Supervising Nursing Administrator, Principal Medical Stenographer, 8 Hospital House Workers, 3 Clerical Employees.

Plaster Room: 2 Head Nurses, 7 Floor Duty Nurses, Floor Duty Nurse (part time), 2 Principal Hospital Medical Workers, Senior Hospital Medical Worker, 11 Hospital Medical Workers.

Splint Room: 2 Principal Hospital Medical Workers, Senior Hospital Medical Worker, 3 Hospital Medical Workers.

X-Ray Department: Head X-Ray Technician, 2 Principal X-Ray Technicians, Floor Duty Nurse, 8 Senior X-Ray Technicians, 2 X-Ray Technicians, 6 Hospital Medical Workers, Laboratory Technician, Principal Clerk, 4 Clerical Employees.

Accident Floor, Nursing Service: Supervising Nursing Administrator, 5 Head Nurses, 10 Floor Duty Nurses, 10 Floor Duty Nurses (part time), 2 Male Nurses, 25 Ambulance Medical Aide Men, 10 Hospital Medical Workers.

Temporary Employees: \$7,000.00.

Overtime: \$11,000.00.

Contractual Services: Repair of equipment, \$2,000.00; carfares, \$5.00; inspection of sprinkler equipment, \$24.00; cleaning windows, East Boston Relief Station, \$265.00; elevator inspection, East Boston Relief Station, \$144.00.

Supplies and Materials: Fuel oil, \$1,800.00; household supplies, \$997.00; medical, dental and hospital supplies, \$27,100.00; postage, cards, forms, and stationery, \$5,600.00; miscellaneous supplies and materials, \$920.00.

Equipment: Office equipment, \$1,500.00; medical dental, and hospital equipment, \$4,000.00.

* Positions not charged to Hospital Quota, inasmuch as full reimbursement is received from Massachusetts Public Health Department.

D -- PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
1. Administrative and General Services	208	\$872,578 00	\$99,269 00	\$21,100 00	\$2,000 00	\$1,669 00	—	\$996,616 00
2. Professional Care of Patients	2,084	6,718,534 00	59,510 00	1,236,000 00	7,460 00	26,650 00	—	8,078,154 00
3. Dietary Planning, Preparation, and Serving of Meals	259	897,569 00	7,545 00	878,330 00	11 00	836 00	—	1,784,291 00
4. Maintenance of Household and Property	635	2,020,731 00	242,620 00	416,153 00	2,529 00	10,345 00	\$20,000 00	2,712,378 00
5. Out-Patient and Emergency Service	278	985,588 00	2,438 00	36,417 00		5,500 00	—	1,029,943 00
TOTALS	3,464	\$11,495,000 00	\$411,382 00	\$2,618,000 00	\$12,000 00	\$45,000 00	\$20,000 00	\$14,601,382 00

SANATORIUM DIVISION, HOSPITAL DEPARTMENT

1-06-21

The Sanatorium Division of the Hospital Department was established by the city for the care of adults suffering from pulmonary tuberculosis. It is located in Mattapan on a 51-acre site and consists of 14 hospital buildings which contain 590 beds for patients, plus housing for 185 employees and 3 residences for doctors.

During 1959, 850 patients were given 134,000 days' care at the sanatorium. The daily average number of patients was 367.

A—BUDGET SUMMARY

Group				1960 Budget		Approved
	1957 Expenditures	1958 Expenditures	1959 Appropriations	Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$1,607,282 75	\$1,689,770 45	\$1,659,000 00	\$1,766,000 00	\$1,659,000 00	
2—Contractual Services . . .	124,836 24	91,399 10	92,925 00	137,482 00	92,081 00	
3—Supplies & Materials . . .	429,359 51	395,485 24	395,425 00	381,462 00	373,425 00	
4—Current Charges & Oblig's . . .	722 45	239 70	250 00	300 00	300 00	
5—Equipment	15,061 52	22,453 16	28,620 00	32,475 00	23,050 00	
7—Structures & Improvements . . .	105,908 89	50,592 26	50,000 00	80,000 00	35,000 00	
8—Land & Non-Structural Improvements to Land . . .	2,496 00	—	—	500 00	—	
TOTALS	\$2,285,667 36	\$2,249,939 91	\$2,226,220 00	\$2,398,219 00	\$2,182,856 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$166,020 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for direction and supervision of the sanatorium based on policies formulated by the Board of Trustees. Coordinates the fiscal and administrative functions by providing general clerical and accounting services for all departments; budgets are prepared; perpetual inventory records of supplies are maintained; supplies and materials are requisitioned, distributed, and stored; personnel records are processed. Telephone service is supplied, and religious services are conducted.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
34	\$112,000 00	\$9,091 00	\$3,600 00	\$38 00	\$130 00	\$124,859 00

Personal Services: Administrative and General Services: Superintendent and Medical Director, Head Administrative Clerk, Head Clerk, 18 Clerical Employees, Principal Storekeeper, 2 Senior Hospital House Workers, Senior Telephone Operator, 4 Telephone Operators, 3 Chaplains, 2 Organists. Temporary employees, \$1,000.00; Overtime, \$1,000.00.

Contractual Services: Telephone service, \$7,600.00; servicing of office machines and appliances, \$450.00; carfares, \$10.00; advertising, \$300.00; services of motion picture operator, \$416.00; services of chaplain (vacation coverage), \$115.00; blueprinting and duplicating, \$150.00; freight and express charges, \$50.00.

Supplies and Materials: Household supplies, \$975.00; postage, forms, cards, and stationery, \$2,450.00; twine, paper, etc. for storeroom, \$175.00.

Current Charges and Obligations: Premium on surety bonds, \$30.00; dues and subscriptions, \$8.00.

Equipment: Office furnishings, \$50.00; directory, \$80.00.

2. PROFESSIONAL CARE OF PATIENTS

Responsible for the medical, surgical, and nursing care of the patients. Extensive antibiotic therapy is employed; pneumoperitoneum refills are given; a thoracic surgical unit is operated; occupational therapy and physiotherapy are provided; clinical and physiology laboratories are operated. The School of Nursing conducts courses in tuberculosis nursing for students from 3 affiliated schools of nursing. A Psychiatric unit, established in 1957, is now functioning. A Pharmacy, Medical Social Work Division, and Medical Records Section are maintained.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
260	\$831,000 00	\$5,585 00	\$61,100 00	\$187 00	\$11,390 00	\$909,262 00

Personal Services: Performance under this program is divided among the following divisions or sections.

Medical Administration Division: Chief of Staff, Chief Resident Physician and Executive Assistant.

Nursing Administration Division: Superintendent of Nurses, 3 Assistant Superintendents of Nurses, 2 Night Supervisors of Nurses.

General Care:

Medical: 2 Senior Staff Physicians, 2 Junior Staff Physicians, 2 Resident Physicians, 3 Visiting Physicians.

Nursing: 14 Head Nurses, 25 Registered Graduate Nurses, 3 Nonregistered Nurses, 23 Licensed Practical Nurses, 6 part-time Registered Graduate Nurses, 20 Patient Male Nurses, 24 Senior Hospital Medical Workers, 79 Hospital Workers.

Operating Room Section:

Medical: Thoracic Surgeon in Chief, Resident Surgeon, 2 Rotating Resident Surgeons.

Nursing: Supervisor of Operating Room, 2 Head Nurses, Senior Hospital Medical Worker.

Medical Records Section: 5 Clerical Employees.

School of Nursing: Assistant Superintendent of Nurses and Instructor, Assistant Superintendent of Nurses.
 Medical Social Work Section: Medical Social Work Supervisor, 2 Medical Social Workers, Clerical Employee, Patient Choreman.
 Clinical and Physiological Laboratories: Principal Bacteriologist, Junior Bacteriologist, 2 Laboratory Technicians, Senior Hospital Medical Worker, Registered Graduate Nurse.
 Special Professional Services:

X-Ray Department: Visiting Roentgenologist, 2 Principal X-Ray Technicians, Hospital Medical Worker.
 Occupational Therapy: Head Occupational Therapist, 2 Occupational Therapists, Patient Choreman.
 Dental Service: Visiting Dental Surgeon, Dental Hygienist.
 Pharmacy Department: Head Pharmacist, Pharmacist, Senior Hospital Medical Worker.
 Physiotherapy Department: Head Nurse Physiotherapist.
 Otolaryngological Clinic: Visiting Laryngologist.
 Eye Clinic: Visiting Ophthalmologist.
 Psychiatric Clinic: Clinical Psychologist (part time), 3 Resident Psychiatrists (part time).
 Tuberculosis Alcoholic Program: Alcoholic Co-ordinator.
 Ambulance Section: Garage Foreman, Chauffeur.

Overtime, \$23,000.00.

Contractual Services: Repairs to medical and hospital equipment, \$1,250.00; carfares for social workers, \$40.00; Laboratory Consultant at \$35.00 a visit, \$2,520.00; service charge for Red Cross blood, \$1,200.00; duplicating services, \$400.00; freight and express charges, \$50.00; miscellaneous, \$125.00.

Supplies and Materials: Automotive supplies and materials, \$200.00; household supplies, \$1,000.00; medical, dental, and hospital supplies, \$52,000.00; postage forms, cards and stationery, \$2,200.00; wearing apparel, \$2,700.00; occupational therapy supplies, \$3,000.00.

Rent Charges and Obligations: Dues and subscriptions, \$187.00.

Equipment: Medical, surgical and laboratory equipment, \$7,990.00; library books, \$200.00; electrical and mechanical machines and equipment, \$3,200.00.

3. DIETARY PLANNING, PREPARATION, AND SERVING OF MEALS

Responsible for the planning and preparation of meals. Approximately 1,600 meals are prepared in the main kitchen daily. Food for patients of 14 of the wards is delivered in electrically-heated food trucks. About 300 meals are served to employees in the cafeteria daily; 100 meals a day are served in the patients' cafeteria.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
95	\$310,000 00	\$725 00	\$245,750 00	\$7 00	\$556,482 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Administrative: Head Dietitian, 2 Dietitians.

Main Kitchen: Chef, 2 Head Hospital Kitchen Workers, 3 Principal Hospital Kitchen Workers, 14 Senior Hospital Kitchen Workers, 14 Hospital Kitchen Workers.

Bake Shop: Head Hospital Kitchen Worker, 3 Principal Hospital Kitchen Workers, Senior Hospital Kitchen Worker.

Butcher Shop: Head Hospital Kitchen Worker, Principal Hospital Kitchen Worker, Senior Hospital Kitchen Worker.

Refrigerator Section: 2 Senior Hospital Kitchen Workers, 2 Hospital Kitchen Workers.

Vegetable Room: Principal Hospital Kitchen Worker, 4 Hospital Kitchen Workers.

Diet Kitchen: 4 Senior Hospital Kitchen Workers, Hospital Kitchen Worker.

Truck and Cleaning Section: Principal Hospital Kitchen Worker, 8 Hospital Kitchen Workers, 5 Hospital House Workers.

Cafeteria Section: 3 Senior Hospital Kitchen Workers, 19 Hospital Kitchen Workers.

Overtime, \$10,000.00.

Contractual Services: Repairing kitchen equipment, \$675.00; miscellaneous contractual services, \$50.00.

Supplies and Materials: Food supplies, \$240,000.00; (meats and fish, \$94,000.00; milk, cream and ice cream mix, \$48,000.00; fruits and vegetables, \$43,000.00; butter, eggs and cheese, \$24,000.00; groceries, surplus commodities charges, etc., \$22,000.00; flour and cereals, \$9,000.00); household supplies, \$4,950.00; postage, forms, cards, and stationery, \$150.00; repair parts for kitchen equipment, \$250.00; miscellaneous supplies, \$400.00.

Rent Charges and Obligations: Licenses, \$7.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

The Plant Operation and Maintenance Section is responsible for the operation of the Power Plant, which supplies heat and steam required by all buildings; for the maintenance and repair work in the 14 hospital buildings and 3 residences for doctors; for the supervision and inspection of all contract work; for the upkeep and patrolling of the 51 acres of grounds. Elevator service is provided and the refrigeration plant is maintained. The Housekeeping Section is responsible for the cleaning of all hospital buildings with the exception of the kitchen and laundry; for the operation of the medical surgical stockroom, making about 83,000 issues a year; for the operation of the linen room; and for matron service in Nurses' Home and Domestic Building. The square foot area in ward buildings amounts to 230,000, and there are 70,000 square feet in the Nurses' Home and Domestic Building. The Laundry Section is responsible for the laundering of all hospital linen for the wards, Nurses' Home, Domestic Building, and dining rooms. In addition, because of the communicable nature of the disease, the personal clothes of patients and the uniforms of nurses and employees are laundered. For the year 1959 following approximate work was done by the laundry: finished work, 104,000 pieces, flat work, 615,000 pieces, fluff dry, 1,000 pieces. During 1958 a central linen system for the hospital wards was set up and the laundry is processing approximately 2,400 linen requisitions a month.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
29	\$406,000 00	\$76,680 00	\$62,975 00	\$68 00	\$11,530 00	\$35,000 00	\$592,253 00

Sanatorium Division, Hospital Department — Continued

Personal Services: Performance under this program is divided among the following divisions or sections:

Plant Operation and Maintenance Section:

Administrative: Assistant Plant Superintendent, Chief Power Plant Engineer, 3 Second Class Stationary Engineers, 2 Third Class Stationary Engineers, 6 Steam Firemen.

Grounds: Principal Hospital House Worker, 8 Senior Hospital House Workers.

Maintenance Section: Electrician, Working Foreman-Carpenter, Carpenter, Plumber, Steamfitter, 2 Plasterers, 2 Senior Hospital House Workers, 3 Watchmen, 4 Elevator Operators.

Housekeeping:

Administrative: Head Housekeeper, 2 Principal Hospital House Workers.

Cleaning, 5 Senior Hospital House Workers, 56 Hospital House Workers.

Medical and Surgical Storeroom Section: Senior Hospital House Worker.

Linen Room: 2 Senior Hospital House Workers.

Laundry Section: Laundry Supervisor, Principal Hospital Laundry Worker, 5 Senior Hospital Laundry Workers, 1 Senior Hospital House Worker, 16 Hospital Laundry Workers.

Overtime, \$6,000.00.

Contractual Services: Electricity, \$18,000.00; gas fuel, \$2,700.00; repairs and maintenance of buildings and structures, \$41,200.00; (carpet \$11,600.00; electrical, \$500.00; plumbing and steamfitting, \$6,000.00; painting, \$9,000.00; pointing and waterproofing, \$2,000.00; replacement asphalt tile, \$2,000.00; elevator contract and repairs, \$5,600.00; miscellaneous repairs, \$4,500.00); servicing of equipment: automotive, \$400.00; machinery and tools, \$1,775.00; medical and hospital, \$1,100.00; miscellaneous equipment, \$2,500.00; cleaning, \$7,475.00; vermin control, \$1,000.00; miscellaneous contractual services, \$530.00.

Supplies and Materials: Automotive, \$225.00; fuel oil, \$39,000.00; household supplies and materials, \$13,075.00; forms, cards, and stationery, \$200.00; building supplies, \$5,500.00; firefighting supplies, \$125.00; general operating supplies, \$1,500.00; repair parts (non-automotive), \$1,700.00; tools and instruments, \$850.00; wearing apparel, \$150.00; other supplies, \$650.00.

Current Charges and Obligations: Registrations, \$68.00.

Equipment: Food truck battery, \$750.00; electrical equipment, \$500.00; fire fighting equipment, \$100.00; household equipment, \$10,180.00.

Structures and Improvements: Plumbing and electrical projects, (\$35,000.00):

Electrical Work: Replacing defective wiring systems in various buildings throughout the hospital, \$10,000.00; Plumbing: Renewing water pipes and replacing hot and cold water lines in various buildings throughout the Sanatorium Plant, \$15,000.00; Steamfitting Work: Renewing steam supply and return lines and underground steam lines, \$10,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
1. Administrative and General Services	34	\$112,000 00	\$9,091 00	\$3,600 00	\$38 00	\$130 00	—	\$124,859 00
2. Professional Care of Patients	260	831,000 00	5,585 00	61,100 00	187 00	11,390 00	—	909,262 00
3. Dietary Planning, Preparation, and Serving of Meals	95	310,000 00	725 00	245,750 00	7 00	—	—	556,482 00
4. Maintenance of Household and Property	129	406,000 00	76,680 00	62,975 00	68 00	11,530 00	\$35,000 00	592,253 00
TOTALS	518	\$1,659,000 00	\$92,081 00	\$373,425 00	\$300 00	\$23,050 00	\$35,000 00	\$2,182,858 00

LONG ISLAND HOSPITAL DIVISION, HOSPITAL DEPARTMENT

1-06-31

This division of the Hospital Department operates a hospital for the chronic sick and the homeless on Long Island, which is situated in Boston Harbor and connected to the mainland by a viaduct. The institution consists of 24 buildings, of which house 700 hospital patients, and 1 has facilities for 439 dormitory cases. A nurses' home and 4 other buildings house the employees who live at the island. There are 216 acres of land and 7 miles of roadway. The average daily census is 80 in hospital wards and 358 in the dormitory.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$1,417,048 00	\$1,559,896 14	\$1,575,000 00	\$2,074,491 00	\$1,575,000 00	
Contractual Services . . .	179,711 19	185,316 32	179,800 00	267,185 00	171,100 00	
Supplies & Materials . . .	675,758 99	683,572 49	676,800 00	714,080 00	659,500 00	
Current Charges & Oblig's	1,776 72	1,332 70	2,000 00	3,020 00	2,550 00	
Equipment	17,444 07	20,042 51	21,000 00	56,634 00	10,000 00	
Structures & Improvements	73,709 39	68,400 82	50,000 00	98,500 00	30,000 00	
Land & Non-Structural Improvements to Land	—	—	—	1,000 00	—	
TOTALS	\$2,365,448 36	\$2,518,560 98	\$2,504,600 00	\$3,214,910 00	\$2,448,150 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$1,582,250 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for direction and supervision of the hospital based on policies formulated by the Board of Trustees. Coordinates the fiscal and administrative functions by providing general clerical and accounting services for all departments; budgets are prepared; perpetual inventory records of supplies are maintained; supplies and materials are requisitioned, distributed, and stored; personnel records are processed; telephone service is supplied; religious services are conducted; and recreational activities are provided.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
36	\$108,250 00	\$2,300 00	\$2,500 00	\$300 00	\$300 00	\$113,650 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Administrative: Superintendent, Clerical Employee.

General Services:

General Section: Head Administrative Clerk, Senior Accountant, 2 Head Clerks, 13 Clerical Employees.

Personnel Section: 4 Clerical Employees.

Telephone Section: 6 Telephone Operators and Clerks.

Religious Section: Resident Chaplain, 2 Chaplains, Organist (full time), Organist (part time).

Commissary Section: 2 Senior Storekeepers.

Overtime: \$1,500.00.

Contractual Services: Servicing of office equipment, \$500.00; travel expenses, \$800.00; freight and express charges, \$850.00; professional and technical services, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00; miscellaneous, \$500.00.

Current Charges and Obligations: Dues and subscriptions, \$145.00; premiums on surety bonds, \$155.00.

Equipment: Miscellaneous equipment, \$300.00.

2. PROFESSIONAL CARE OF PATIENTS

Responsible for the medical, nursing, and surgical care of 1,000 patients daily. About 218,000 days of care will be given to patients in the hospital wards and about 130,000 days of care to dormitory patients. Conducts X-ray, occupational therapy, physical therapy, dental, and laboratory services. Maintains a pharmacy and Social Service Division. A School of Practical Nursing is conducted at the hospital for approximately 50 students.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
300	\$818,800 00	\$51,600 00	\$120,750 00	\$1,632 00	\$8,000 00	\$1,000,782 00

Long Island Hospital Division, Hospital Department — Continued

Personal Services: Performance under this program is divided among the following divisions or sections:

General Care Section:

Administrative: Director of Medical Education.

Resident Staff: Resident Physician, 10 Assistant Resident Physicians.

Visiting Staff: Refractionist, Physician-Consulting Laryngologist.

Special Professional Services:

Pathological Section: Pathologist, 3 Laboratory Technicians, Laboratory Helper, Mortuary Attendant.

Radiology Section: Radiologist, 2 Senior X-Ray Technicians, X-Ray Technician, Attendant Nurse.

Dental Section: Dentist, Dental Hygienist.

Podiatry Section: Supervising Podiatrist, 2 Podiatrists.

Occupational Therapy Section: Senior Occupational Therapist, 4 Occupational Therapists.

Physical Therapy Section: Principal Physical Therapist, Senior Physical Therapist, 2 Physical Therapists.

Pharmacy Section: Head Pharmacist, Inhalation Equipment Technician.

Medical Library Section: Medical Record Librarian, Clerical Employee.

Nursing Division:

Administrative: Superintendent of Nurses and Director of Training School for Practical Nurses, Assistant Superintendent of Nurses.

Nursing Care Section: Night Supervisor of Nurses, 5 Supervisors of Nurses, Operating Room Nurse, 33 Head Nurses, 26 Graduate Nurses (Registered), Graduate Nurse (Non-Registered), 23 Licensed Practical Nurses, Senior Attendant Nurse, 109 Attendant Nurses.

School of Practical Nursing: Teacher of Attendant Nursing, 35 Student Practical Nurses.

Nursing Home Section: Proctor.

Social Service Division:

Administrative: Head Social Work Supervisor.

Intown Admitting Section: 3 Social Work Supervisors, 3 Social Workers, 2 Clerical Employees, Transportation Officer.

Medical Social Work Section: 3 Social Workers, Principal Hospital Medical Worker, Senior Attendant Nurse, 3 Clerical Employees.

Temporary Employees, \$8,300.00. Overtime, \$27,500.00.

Contractual Services: Servicing of medical and hospital equipment, \$3,300.00; transportation of patients, \$2,200.00; care of Boston case State Infirmary, \$20,000.00; repairing of dentures, eyeglasses, braces, legs, etc., \$250.00; Red Cross blood and special laboratory work, \$400.00; visiting and consulting staff services, \$25,350.00; certificates and music for graduates of practical nursing, \$100.00.

Supplies and Materials:

Household Supplies: Cloth, \$9,500.00; linen, towels and bedding, \$10,000.00; comforts, \$5,000.00; miscellaneous, \$400.00.

Medical, Dental and Hospital Supplies: Medicine and drugs, \$36,000.00; surgical, clinical and dental supplies, \$7,200.00; pharmacy supplies, \$6,500.00; X-ray supplies and materials, \$3,500.00; miscellaneous medical and surgical supplies, \$9,800.00.

Office Supplies and Materials: Postage, forms, cards, and stationery, \$2,850.

Miscellaneous Supplies: Wearing apparel, \$28,000.00; occupational therapy, \$2,000.00.

Current Charges and Obligations: Licenses, \$50.00; dues and subscriptions, \$488.00; rentals, \$1,094.00.

Equipment: Hospital equipment, \$5,000.00; medical and surgical equipment, \$3,000.00.

3. DIETARY PLANNING, PREPARATION AND SERVING OF MEALS

Responsible for the planning, ordering, preparing, serving, and supervising of all the meals for approximately 1,000 patients and 300 employees. About 1,340,000 meals were served to the patients and employees in 1959.

Personal Services No.	Amount	Supplies Materials	Equipment	Total
69	\$189,500 00	\$418,675 00	\$500 00	\$608,675 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Administrative: Steward.

Main Kitchen: 2 Chefs, Assistant Chef, Principal Hospital Kitchen Worker (Cook), 6 Senior Hospital Kitchen Workers, 10 Hospital Kitchen Workers.

Bakery: Head Hospital Kitchen Worker (Baker), 3 Senior Hospital Kitchen Workers (Baker), 2 Hospital Kitchen Workers.

Butcher Shop: Head Hospital Kitchen Worker (Meatcutter), Principal Hospital Kitchen Worker (Meatcutter), 3 Senior Hospital Kitchen Workers.

Diet Kitchen: Head Dietitian, 2 Senior Hospital Kitchen Workers, 2 Hospital Kitchen Workers.

Ward Kitchens: 10 Hospital Kitchen Workers.

Employees' Cafeteria: Senior Hospital Kitchen Worker, 11 Hospital Kitchen Workers.

Patients' Cafeteria: Senior Hospital Kitchen Worker, 9 Hospital Kitchen Workers.

Overtime: \$6,500.00.

Supplies and Materials: Food supplies, \$415,000.00 (dairy products, \$101,000.00; meats, fish and poultry, \$198,000.00; processed food, \$89,000.00; vegetables and fruits, \$27,000.00).

Household Supplies and Materials: Cutlery and silverware, \$600.00; kitchen utensils, \$1,000.00; glassware and dishes, \$2,000.00.

Postage, forms, cards, and stationery, \$75.00.

Equipment: Kitchen equipment, \$500.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

Responsible for the operation, maintenance, and repair of all machinery, furniture, and equipment, the cleanliness and protection of the patients, employees, and the hospital property in general. Maintains a Security Guard Division, operates a power plant which supplies the heat and light required, operates a laundry which cleans all the bed linen and clothing for the hospital patients. Turns out the following weekly: press work, 2,400 pounds, rough dry, 9,500 pounds, flat work, 25,000 pounds. The sewing room: pieces mended, 800; pieces manufactured, 1,000 (included are towels, clothing, and linens).

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
140	\$458,450 00	\$117,200 00	\$117,575 00	\$618 00	\$1,200 00	\$30,000 00	\$725,043 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Administrative: Plant Superintendent.

Maintenance Unit: Electrician Foreman, Plumber Foreman, Machinist Foreman, Working Foreman Carpenter, Working Foreman Painter, Working Foreman-Plumber and Steamfitter, Motor Equipment Repairman, Plumber, Plasterer, Carpenter, Cabinetmaker and Carpenter, Spray Painter, 4 Painters, 7 Motor Equipment Operators and Laborers, 3 Carpenter's Helpers, 3 Electrician's Helpers, Plumber's Helper, 2 Steamfitter's Helpers, Transportation Attendant, 6 Hospital Laborers, Cemetery Laborer, 4 Hospital House Workers, Painter's Helper.

Power Plant Unit: Chief Power Plant Engineer, 4 Second-Class Stationary Engineers, 5 Steam Firemen.

Housekeeping Unit: Supervising Housekeeper, Senior Hospital House Worker, 25 Hospital House Workers.

Laundry Division: Laundry Manager, 4 Senior Hospital Laundry Workers, Head Laundress, Principal Hospital House Worker (sewing), 6 Senior Hospital House Workers (sewing), 18 Hospital Laundry Workers.

Security Unit: Head Hospital Guard, Principal Hospital Guard, 3 Senior Hospital Guards, 15 Hospital Guards, Watchman.

Miscellaneous Division: Supervisor Patient Labor, Senior Building Custodian, Shoe Repairman, Motion Picture Operator, Gardener.

Temporary: \$1,700.00.

Overtime: \$14,500.00.

Contractual Services: Telephone Service, \$7,800.00; electricity, \$30,000.00.

Repairs and Maintenance of Buildings and Structures: (\$26,000.00.)

Carpentry: \$5,000.00.

Electrical: \$5,000.00.

Painting and Plastering: \$4,000.00.

Plumbing and Steamfitting: \$4,000.00.

Roofing and Masonry: \$3,000.00.

Repairs to Boiler and Feed Lines, \$5,000.00.

Servicing of Equipment: Automotive, \$1,000.00; machinery and tools, \$1,500.00.

Bus service between Fields Corner and Long Island, \$46,000.00.

Contractual Services not otherwise classified: Advertising, \$200.00; cleaning rugs, draperies, etc., \$200.00; extermination of insects and pests, \$2,200.00; contract for washing windows, \$2,250.00; miscellaneous, \$50.00.

Supplies and Materials:

Automotive supplies, \$3,500.00; heating supplies, \$78,000.00.

Household supplies: Laundry supplies, \$10,000.00; custodial supplies, \$6,500.00.

Postage, forms, cards and stationery, \$75.00.

Miscellaneous supplies and materials: Hardware and plumbing supplies, \$3,000.00; painting supplies, \$3,500.00; construction supplies and materials, \$3,000.00; fire-fighting supplies, \$1,500.00; tools and instruments, \$500.00; power house supplies, \$2,000.00; general operating supplies, \$1,000.00; supplies not otherwise classified, \$5,000.00.

Current Charges and Obligations: Registration, \$30.00; licenses, \$38.00; boiler insurance, \$550.00.

Equipment: Electrical and mechanical equipment, \$200.00; maintenance equipment, \$1,000.00.

Structures and Improvements: \$30,000.00.

Renewal of two fuel oil tanks \$25,000 00

Renew tubes in boiler No. 5 3,000 00

Installation and alteration to plumbing systems 2,000 00

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvement	Total
1. Administrative and General Services	36	\$108,250 00	\$2,300 00	\$2,500 00	\$300 00	\$300 00	—	\$113,650 00
2. Professional Care of Patients	300	818,800 00	51,600 00	120,750 00	1,632 00	8,000 00	—	1,000,782 00
3. Dietary Planning, Preparation, and Serving of Meals	69	189,500 00	—	418,675 00	—	500 00	—	608,675 00
4. Maintenance of Household and Property	140	458,450 00	117,200 00	117,575 00	618 00	1,200 00	\$30,000 00	725,043 00
TOTALS	545	\$1,575,000 00	\$171,100 00	\$659,500 00	\$2,550 00	\$10,000 00	\$30,000 00	\$2,448,150 00

WELFARE DEPARTMENT

1-07-10

The department's activities are carried on by 2 divisions, and a summary of the divisional appropriations is given below:

Title	1957 Expenditures		1958 Expenditures		1959 Appropriations	1960 Budget		Approved
						Requested by Department	Recommended by Mayor	
Central Office . . .	\$22,874,087	13	\$24,023,022	31	\$25,092,195 00	\$26,016,239 00	\$25,486,591 00	
Temporary Home . . .	51,984	52	54,133	17	52,728 00	72,764 00	63,041 00	
Wayfarers' Lodge . . .	31,415	32	—	—	—	—	—	
TOTALS . . .	\$22,957,486	97	\$24,077,155	48	\$25,144,923 00	\$26,089,003 00	\$25,549,632 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1957 Expenditures		1958 Expenditures		1959 Appropriations	1960 Budget		Approved
						Requested by Department	Recommended by Mayor	
1—Personal Services . .	\$1,474,667	89	\$1,621,525	23	\$1,639,858 00	\$1,946,832 00	\$1,801,631 00	
2—Contractual Services . .	85,062	45	73,100	81	107,080 00	132,125 00	106,880 00	
3—Supplies & Materials . .	97,363	84	86,230	14	88,745 00	111,210 00	88,745 00	
4—Current Charges & Oblig's	21,295,830	64	22,292,891	76	23,305,040 00	23,880,241 00	23,550,231 00	
5—Equipment	4,562	15	3,407	54	4,200 00	18,595 00	2,145 00	
7—Structures & Improvements	—	—	—	—	—	—	—	
8—Land & Non-Structural Improvements to Land . .	—	—	—	—	—	—	—	
TOTALS . . .	\$22,957,486	97	\$24,077,155	48	\$25,144,923 00	\$26,089,003 00	\$25,549,632 00	

In the pages that follow the detail applicable to each of the 2 divisions of the department is presented.

CENTRAL OFFICE, WELFARE DEPARTMENT

1-07-11

The Welfare Department administers the programs of public assistance established by the City of Boston. The major programs include general relief, aid to dependent children, permanently and totally disabled, old age assistance, and aid to the medically indigent.

The department takes care of approximately 27,210 cases of persons or families living at home, which comprise about 39,000 individuals.

A — BUDGET SUMMARY

Group	1957		1958		1959		1960 Budget		Approved
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$1,422,628	54	\$1,585,531	48	\$1,606,000	00	\$1,901,468	\$1,757,260	00
-Contractual Services . .	76,070	81	70,334	93	102,500	00	124,825	102,500	00
-Supplies & Materials . .	76,518	70	71,525	82	75,295	00	92,360	75,295	00
-Current Charges & Oblig's	21,294,306	93	22,292,930	38	23,305,000	00	23,880,191	23,550,191	00
-Equipment	4,562	15	2,699	70	3,400	00	17,395	1,345	00
TOTALS	\$22,874,087	13	\$24,023,022	31	\$25,092,195	00	\$26,016,239	\$25,486,591	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960:

Reimbursement from Commonwealth

Old Age assistance	\$8,489,000	00
Aid to dependent children	3,034,300	00
Disability assistance	2,110,050	00
General relief	425,000	00
Refunds from recipients and realization of resources	295,000	00
Reimbursements from Cities and Towns	190,000	00

Total estimated departmental revenues for 1960 \$14,543,350 00

In addition to the appropriated funds the department will expend \$15,047,400.00. These funds are federal grants-in-aid and are made directly to the Welfare Department. The Welfare Department will have an annual expenditure of \$1,063,639.00, in 1960.

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervises and directs the department, establishes major policies, and coordinates local public assistance programs with the federal and state governments. The chief of this division serves as secretary to the Board of Overseers.

Responsible for all personnel matters affecting the appointment, transfer, attendance records, recruitment of employees, and the preparation of payrolls; interprets new laws and regulations and furnishes the board and the department with assistance on legal matters; maintains a research and statistical service for the preparation of detailed reports on finance, personnel, and public assistance programs. The division also conducts an in-service training program for new employees and periodic refresher courses for all employees, and is responsible for coordinating the welfare and civil defense programs in the event of a major disaster.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
36	\$81,352 00	\$2,470 00	\$3,660 00	\$1,445 00	\$240 00	\$89,167 00

Central Office, Welfare Department — Continued

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director of Public Assistance, Head Clerk-Secretary, 2 Clerical Employees, Head Clerk (Civil Defense), Social Work Supervisor.

In-Service Training Section: Supervisor of In-Service Training, Clerical Employee.

Statistical Section: Supervisor of Research and Statistics, Head Clerk, Social Worker Supervisor, 2 Clerical Employees, 3 Statistical Machine Operators.

Personnel Section: Administrative Assistant, Personnel Officer, 2 Principal Clerks, 2 Telephone Operators, 7 Clerical Employees, Principal Social Work Supervisor.

Legal Section: Administrative Assistant, 3 Legal Assistants, Principal Social Work Supervisor, 2 Clerical Employees.

Overtime, for emergency reports, \$100.00; temporary vacation supply, \$480.00.

Contractual Services: Telephone service, \$1,000.00; electricity, \$600.00; repairs, electrical, \$60.00; plumbing and heating, \$240.00; repair automotive equipment, \$200.00; machinery and tools, \$10.00; office machines, \$60.00; water coolers, air conditioners, \$30.00; transportation, \$200.00; window cleaning, \$20.00; fire alarm, \$20.00; miscellaneous, \$30.00.

Supplies and Materials: Automotive supplies, \$60.00; oils, grease, tubes, etc., \$45.00; meals for overtime work, \$10.00; heating supplies, \$330.00; household supplies, \$400.00; medical supplies, \$20.00; postage, \$1,100.00; forms, cards, stationery, \$1,500.00; miscellaneous, \$195.00.

Current Charges and Obligations: Dues and subscription, \$766.00; rentals, business machines, \$204.00; premium, surety bonds, \$475.00.

Equipment: Library books, \$200.00; national flags, \$40.00.

2. SUPERVISION AND DIRECTION OF BUSINESS OPERATIONS

Supervises and directs the Business Division. Responsible for determining legal settlement on old age assistance and general relief; sends notices to cities and towns on active cases receiving aid in Boston but legally settled elsewhere within the Commonwealth and on cases without legal settlement; makes settlement determination on notices received from cities and towns on active cases in those towns claiming legal settlement in Boston; determines legal settlement on medical indigent patients at the Boston City Hospital; and verifies vital statistics records on cases receiving aid under all categories. It is anticipated that this section will investigate, to determine responsibility for settlement in 1959, 30,000 cases.

Responsible for the fiscal and accounting operations of the entire department. The division prepares the welfare payrolls, disburses checks and cash on accepted cases, and maintains appropriate records. An aid audit is made of the authorizations of assistance; claims for federal and state reimbursement are prepared; and necessary monthly and annual reports are issued.

Responsible for the maintenance of the file room and the master file indices of all social and business records of the department; acts as an information center for district offices and authorized agencies, receiving approximately 21,000 inquiries a year; requisitions and accounts for all supplies and materials; maintains a duplicating and photostat unit; and provides routine maintenance of office equipment and furniture. Cleaning and custodial services and ordinary repairs of buildings and structures are also responsibilities of this section. The central office and units occupy a total of 142,323 square feet of office space.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
217	\$489,219 00	\$13,650 00	\$22,785 00	\$44,776 00	\$805 00	\$571,235 00

Personal Services: Performance under this program is divided among the following sections:

Office of Assistant Deputy Director: Senior Bookkeeper.

Finance and Fiscal Section: Principal Accountant, Supervisor Statistical Machines, 2 Head Administrative Clerks, 2 Accountants, 5 Head Clerks, 11 Principal Bookkeepers, 32 Clerical Employees, 18 Senior Bookkeepers, Senior Accountant.

Settlement Section: Head Social Work Supervisor, Principal Social Work Supervisor, 3 Social Work Supervisors, Head Clerk, 25 Social Workers, 19 Clerical Employees.

Records Section: Head Administrative Clerk, 14 Clerical Employees.

Supplies and Equipment Section: Supervisor of Supplies, 2 Head Clerks, Photostat Operator, 7 Clerical Employees.

Maintenance and Custodial Section: Plant Superintendent, Chief Power Plant Engineer, 3 Engineers, Third Class; 3 Senior Building Custodians, 2 Painters, 4 Junior Building Custodians, 2 Head Cleaners, 7 Cleaners, 2 Matrons, Clerk.

Vacation supply, \$2,520.00. Overtime, \$450.00.

Contractual Services: Telephone service, \$6,000.00; electricity for light and power, \$3,775.00; repairs, carpentry, \$550.00; electrical, \$680.00; plumbing and heating, \$400.00; miscellaneous repairs, \$550.00; repair and servicing of equipment, \$700.00; cleaning, \$170.00; freight and express, \$250.00; emergency medical services, \$50.00; printing and binding, \$200.00; advertising, \$100.00; miscellaneous, \$225.00.

Supplies and Materials: Automotive, \$60.00; heating supplies, \$2,700.00; household supplies, \$1,550.00; medical, first aid, \$20.00; postage, \$6,600.00; forms, stationery, \$10,600.00; building supplies, \$350.00; repair parts non-automotive, \$240.00; miscellaneous, \$665.00.

Current Charges and Obligations: Rental of I.B.M. equipment, \$44,776.00.

Equipment: Library books, \$605.00; electrical equipment, \$200.00.

3. INTERVIEWING AND INVESTIGATING APPLICANTS TO DETERMINE ELIGIBILITY FOR RELIEF

Responsible for the execution of the public assistance programs of all categories authorized by the City of Boston. Has responsibility for providing the district social worker with technical advice and assistance regarding resource matters. This service is responsible for the investigation of the resources of applicants and recipients of public assistance of all categories, including the checking with banks, insurance companies, and social security agencies. It investigates property holdings, and prepares and files in the Registry of Deeds liens on property owned by recipients of old age assistance and disability assistance. This service also investigates, approves, and authorizes applications for burials in all categories and for non-relief cases.

Responsible for the initial interview and the preparation of formal application; deals with cases referred by other agencies of unemployed men and those without homes, referring them to employment agencies and assisting them to become rehabilitated and economically independent. The service maintains an employment register; assigns able-bodied recipients

to work in City of Boston departments for relief granted; and processes all out-of-town correspondence relevant to clients and complaints registered by clients at the district offices. It is also responsible for developing the Manual of Assistance policies and procedures, staff directories, and procedural bulletins; and making periodic reviews of the need for legislative changes and changes in the department program requirements.

Directs the activities of all district offices. All out-of-town correspondence and complaints registered by clients are referred to this service for investigation and appropriate action. Each office is responsible for the administration of the public assistance program within the boundaries of its district. The review of applications includes home visits and such related actions as may be necessary to determine the eligibility of the applicant for relief. In accordance with current law, follow-up visits are made to the home of each client as follows: old age assistance, at least every six months; aid to dependent children and disability assistance, at least once every three months; general relief, by policy at least every three months.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
471	\$1,186,689 00	\$86,380 00	\$48,850 00	\$23,503,970 00	\$300 00	\$24,826,189 00

Personal Services: Performance under this program is divided among the following sections:

Office of Deputy Welfare Agent Section: Deputy Director, Head Work Supervisor, Head Clerk, 4 Clerical Employees, Head Administrative Clerk.

Inquiries and Referrals Section: Social Work Supervisor, Social Worker, 2 Clerical Employees.

Employment Services Section: Head Employment Registrar, Principal Clerk.

Insurance Section: Principal Social Work Supervisor, 1 Clerical Employee.

Bank Clearances Section: 2 Clerical Employees.

Real Estate Section: Principal Social Work Supervisor, Social Work Supervisor, 2 Clerical Employees, Social Worker.

Burial Section: 2 Clerical Employees.

Institutions and Nursing Homes Section: 2 Principal Social Work Supervisors, 2 Social Work Supervisors, 26 Social Workers, 15 Clerical Employees, Head Social Work Supervisor.

Homeless Men's Services Section: Principal Social Work Supervisor, 2 Social Workers, Clerical Employee.

Child Welfare and Trust Fund Services Section: Social Work Supervisor, Social Worker, Clerical Employee.

Medical Section: Supervisor Medical Social Worker, 8 Social Workers, 5 Clerical Employees.

East Boston Section: Head Social Work Supervisor, Principal Social Work Supervisor, 5 Social Work Supervisors, 32 Social Workers, 18 Clerical Employees, Telephone Operator.

Church Street Section: Head Social Work Supervisor, Principal Social Work Supervisor, 5 Social Work Supervisors, 34 Social Workers, 19 Clerical Employees.

Roxbury Crossing Section: Head Social Work Supervisor, 2 Principal Social Work Supervisors, 10 Social Work Supervisors, 49 Social Workers, 28 Clerical Employees, 2 Telephone Operators.

Hancock Street Section: Head Social Work Supervisor, 2 Principal Social Work Supervisors, 5 Social Work Supervisors, 35 Social Workers, 19 Clerical Employees, Telephone Operator.

Grove Hall Section: Head Social Work Supervisor, 2 Principal Social Work Supervisors, 9 Social Work Supervisors, 52 Social Workers, 29 Clerical Employees, Telephone Operator.

ADC Project: Principal Social Work Supervisor, 5 Social Workers, 3 Clerical.

Field Service Section: Chief Social Work Supervisor, 2 Clerical.

Overtime, \$450.00. Temporary, \$2,000.00.

Contractual Services: Telephone service, \$23,000.00; electricity, for light, heat and power, \$10,625.00; repairs — carpentry, \$550.00; electrical, \$260.00; plumbing and heating, \$760.00; general building repairs, \$1,950.00; repairs and servicing of equipment, \$1,000.00; transportation, conventions, \$750.00; carfare, social workers, and attendance at Conferences, \$5,450.00; welfare recipients, \$6,600.00; cleaning, \$670.00; freight and express, \$250.00; lodging for wayfarers, \$14,400.00; professional and technical services, \$8,950.00; board and care of persons, \$11,165.00.

Supplies and Materials: Automotive, \$60.00; heating supplies, \$6,470.00; household supplies, \$1,550.00; medical, first aid, \$20.00; postage, \$32,000.00; stationery, office forms, \$8,200.00; building supplies and materials, \$350.00; miscellaneous, \$200.00.

Current Charges and Obligations:

Old Age Assistance

Relief grants:

Direct assistance \$12,078,000 00

Indirect assistance (medical care) 8,712,000 00

16,500 cases at \$105.00 per month (\$1,732,500.00) \$20,790,000 00

Burials 60,000 00

Payments to other cities and towns 300,000 00

\$21,150,000 00

Less:

Federal grants, 16,500 cases at \$41.50 per month (\$684,750 00) 8,117,000 00

Total — Old Age Assistance \$13,033,000 00 \$13,033,000 00

Aid to Dependent Children:

Relief grants:

Direct assistance \$8,352,000 00

Indirect assistance (medical care) 748,800 00

4,800 cases at \$158.00 per month (\$758,400.00) \$9,100,800 00

Burials 2,000 00

\$9,102,800 00

Less:

Federal grants, 4,800 cases (16,500 individuals) at \$20.50 a month
an individual (\$338,250.00) \$4,059,000 00

Total — Aid to Dependent Children \$5,043,800 00 \$5,043,800 00

Requested Allowed

Requested Allowed

Central Office, Welfare Department — Continued

Disability Assistance:

Relief grants:

Direct assistance	\$2,613,600 00
Indirect assistance (medical care)	2,376,000 00

3,300 cases at \$126.00 per month (\$415,800.00)	\$4,989,600 00
Burials	15,000 00

\$5,004,600 00

Less:

Federal grants, 3,300 cases at \$41.50 per month (\$136,950.00)	1,643,400 00
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Total — Disability Assistance		\$3,361,200 00	\$3,361,200 00
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General Relief:

Direct assistance	\$1,764,000 00
Indirect assistance (medical care)	151,200 00

2,100 cases at \$76.00 per month (\$159,600.00)	\$1,915,200 00
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Burials	25,000 00
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Payments to other cities and towns	125,000 00
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Total — General Relief		\$2,065,200 00	\$2,065,200 00
Dues and subscriptions			770 00

\$23,503,970 00

Equipment: Library books, \$300.00.

D—PROGRAM SUMMARY

	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	36	\$81,352 00	\$2,470 00	\$3,660 00	\$1,445 00	\$240 00	\$89,167 00
2. Supervision and Direction of Business Operations	217	489,219 00	13,650 00	22,785 00	44,776 00	805 00	571,235 00
3. Determination of Eligibility of Applicants for Relief	471	1,186,689 00	86,380 00	48,850 00	23,503,970 00	300 00	24,826,189 00
TOTALS	724	\$1,757,260 00	\$102,500 00	\$75,295 00	\$23,550,191 00	\$1,345 00	\$25,486,591 00

TEMPORARY HOME, WELFARE DEPARTMENT

1-07-12

The Temporary Home for Women and Children provides shelter for homeless women, mothers, and children forced by circumstances to leave their own homes, and abandoned, dependent, and neglected children. Accommodations consist of 49 adult beds and 22 cribs. The home provides shelter for a yearly average of 1,200 persons and serves an average of 50,000 meals.

A—BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$34,463 85	\$35,993 75	\$33,858 00	\$45,364 00	\$44,371 00	
2—Contractual Services . .	4,311 80	2,531 88	4,580 00	7,300 00	4,380 00	
3—Supplies & Materials . .	11,685 16	14,895 61	13,450 00	18,850 00	13,450 00	
4—Current Charges & Oblig's	—	4 09	40 00	50 00	40 00	
5—Equipment	1,523 71	707 84	800 00	1,200 00	800 00	
TOTALS	\$51,984 52	\$54,133 17	\$52,728 00	\$72,764 00	\$63,041 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAM

1. PROVIDING TEMPORARY SHELTER FOR WOMEN AND CHILDREN

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
11	\$44,371 00	\$4,380 00	\$13,450 00	\$40 00	\$800 00	\$63,041 00

Personal Services: Superintendent, Recreation Leader, Cook, Head Matron, 6 Matrons, Clerk-Typist. Overtime for Matrons, \$600.00.

Contractual Services: Telephone service, \$600.00; gas for fuel, \$450.00; repairs, electrical, \$300.00; plumbing and steamfitting, \$300.00; repairs, refrigerators, beds, and cribs, \$100.00; remodeling and modernizing kitchen, \$700.00; painting and plastering, \$700.00; travel expenses, \$230.00; laundering of bed linen, sleeping garments, \$500.00; window cleaning, \$100.00; express charges, \$25.00; exterminating services, \$150.00; Professional services, doctors and nurses, \$225.00.

Supplies and Materials: Food supplies, \$11,000.00; soap, disinfectant, electric bulbs, \$400.00; medical and hospital supplies, \$400.00; postage, \$25.00; forms, cards, and stationery, \$25.00; building supplies, \$150.00; recharging fire extinguishers, \$25.00; wearing apparel, \$625.00; Christmas decorations, toys, and playroom equipment, \$200.00.

Current Charges and Obligations: Newspapers and periodicals, \$40.00.

Equipment: Household furniture and equipment, \$800.00.

VETERANS' SERVICES DEPARTMENT

1-07-40

As provided by the city ordinances, the Veterans' Services Department includes the Veterans' Graves Registration. For administrative purposes the appropriations for these services have been combined, although the amounts necessary for graves registration are not subject to the authority of the Commissioner. The departmental appropriation is given below.

Title	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Veterans' Services Department	\$1,975,651 75	\$2,215,794 59	\$2,386,682 00	\$2,465,759 00	\$2,369,615 00	
Veterans' Graves Registration	31,422 75	30,589 25	27,309 00	38,916 00	30,036 00	
TOTALS	\$2,007,074 50	\$2,246,383 84	\$2,413,991 00	\$2,504,675 00	\$2,399,651 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . .	\$320,217 72	\$310,570 49	\$306,394 00	\$351,833 00	\$311,004 00	
2—Contractual Services . .	31,527 15	32,154 62	30,952 00	43,236 00	32,700 00	
3—Supplies & Materials .	5,034 06	5,185 57	5,215 00	8,262 00	5,290 00	
4—Current Charges & Oblig's	1,649,842 04	1,896,838 10	2,070,336 00	2,100,373 00	2,050,373 00	
5—Equipment	453 53	1,635 06	1,094 00	971 00	284 00	
TOTALS	\$2,007,074 50	\$2,246,383 84	\$2,413,991 00	\$2,504,675 00	\$2,399,651 00	

In the pages that follow the detail applicable to each of the two divisions of the department is presented.

VETERANS' SERVICES DEPARTMENT

1-07-41

The Veterans' Services Department has the responsibility of providing relief for needy veterans and their eligible dependents through cash payments from funds provided for this purpose. It also provides assistance in procuring medical care, hospitalization, educational and employment opportunities, housing, and other related benefits provided by existing laws.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$309,368 27	\$303,288 80	\$300,000 00	\$344,629 00	\$303,800 00	
-Contractual Services . .	11,336 52	11,808 09	10,502 00	12,126 00	10,350 00	
-Supplies & Materials . .	4,693 39	4,774 30	4,800 00	7,802 00	4,875 00	
-Current Charges & Oblig's	1,649,842 04	1,894,411 54	2,070,336 00	2,100,356 00	2,050,356 00	
-Equipment	411 53	1,511 86	1,044 00	846 00	234 00	
TOTALS	\$1,975,651 75	\$2,215,794 59	\$2,386,682 00	\$2,465,759 00	\$2,369,615 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$917,200 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative direction of the department. Responsible for the preparation of the annual budget and control expenditures; maintains personnel records and prepares payrolls; processes correspondence; requisitions and issues office supplies and equipment; acts as the office of record for the department; prepares relief rolls; compiles statistics and prepares required reports to the state for the purpose of obtaining reimbursement.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
8	\$36,800 00	\$1,135 00	\$1,055 00	\$45 00	\$154 00	\$39,189 00

Personal Services: Commissioner, Executive Secretary, Physician General, Assistant Commissioner, Principal Clerk Stenographer, Principal Clerk and Typist, 1 Telephone Operator, 1 Clerk.

Contractual Services: Telephone service, \$835.00; repairs, office machines, \$50.00; travel expense, \$200.00; cleaning, \$50.00.

Supplies and Materials: Custodial supplies, \$30.00; medical, dental, hospital supplies, \$25.00; postage, forms, cards and stationery, \$1,000.00.

Current Charges and Obligations: Dues and subscriptions, \$45.00.

Equipment: Library, \$64.00; water cooler, \$90.00.

2. DETERMINATION OF ELIGIBILITY OF APPLICANTS FOR RELIEF

Responsible for the investigation of all applications for benefits and the determination of eligibility of applicants; processes applications for burial assistance and arranges for interments of veterans and their eligible dependents, and assists veterans in prosecuting claims for compensation, pension, and other benefits with the Veterans Administration. The division processes a yearly average of 4,200 applications for direct relief, 180 for vocational rehabilitation, medical treatment, 600 medical examinations and 350 medical consultations; and approximately 2,500 applications are referred to the Veterans Administration for action.

Responsible for the initial preparation of all applications for benefits; procures or directs procurement of vital statistics records; makes preliminary determination as to settlement; refers application to appropriate division or department for investigation; checks settlement data on completed application and report of benefits by other divisions; and when necessary directs applicant to other agencies for benefits. The division certifies as Boston settlement 4,000 applications a year and refers 200 applications to other cities and towns.

Responsible for the screening of the daily hospital admittance lists to ascertain those patients who may be eligible for veterans' benefits, the preparation and review of applications, and the preparation of lists and supporting data for submission to the state for the purpose of obtaining reimbursement. This section annually screens 35,000 hospital admissions and prepares 8,500 applications and 8,500 case histories a year.

Veterans' Services Department — Continued

Responsible for furnishing veteran applicants with advice and counsel on their problems, which include education, job training, G.I. loans, compensation and pension plans, insurance matters, housing, review or discharge and allotment papers. A medical service is operated for physical examinations. Requests for advice and counsel approximate a year average for employment, 650; housing, 530; general counseling, 1,000; and medical service, 250.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
62	\$245,000 00	\$8,815 00	\$2,690 00	\$36 00	\$80 00	\$256,621 00

Personal Services: Performance under this program is divided among the following sections:

Benefit Division: Deputy Commissioner, Principal Supervisor, 3 Supervisors, 21 Investigators, Social Worker, 11 Clerical Employees.

Settlement Division: Deputy Commissioner, Supervisor, Investigator, Consultant, 2 Settlement Clerks, 7 Clerical Employees.

Hospital Division: Assistant Commissioner, Supervisor, 4 Investigators, Social Worker, Senior Settlement Clerk, 3 Clerical Employees.

Contractual Services: Communications, \$3,185.00; transportation of persons, \$5,500.00; cleaning of towels, \$130.00.

Supplies and Materials: Custodial supplies, \$20.00; office supplies, postage, \$2,670.00.

Current Charges and Obligations: Rental of water cooler, \$36.00.

Equipment: Library, \$80.00.

3. DISBURSEMENT OF RELIEF

Disburses all relief funds; approximately 45,000 checks are issued annually and 7,000 emergency cash payments made.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	\$22,000 00	\$400 00	\$1,130 00	\$275 00	\$23,805 00

Personal Services: 4 Paymasters, 2 Clerical Employees.

Contractual Services: Telephone service, \$380.00; cleaning, \$20.00.

Supplies and Materials: Postage, forms, cards, stationery, \$1,130.00.

Current Charges: Premiums, surety bonds, \$275.00.

4. PAYMENTS TO OR FOR VETERANS AND DEPENDENTS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
—	—	—	—	\$2,050,000 00	—	\$2,050,000 00

Current Charges: Hospital and medical costs, Civil, Spanish and Mexican Border, \$37,000.00; burial, \$18,000.00; payments to City Hospital for care of veterans, \$325,000.00; direct payments to veterans, \$1,670,000.00.

D — SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	8	\$36,800 00	\$1,135 00	\$1,055 00	\$45 00	\$154 00	\$39,189 00
2. Determination of Eligibility of Applicants for Relief	62	245,000 00	8,815 00	2,690 00	36 00	80 00	256,621 00
3. Disbursement of Relief	6	22,000 00	400 00	1,130 00	275 00	—	23,805 00
4. Payments to or for Veterans and Dependents	—	—	—	—	2,050,000 00	—	2,050,000 00
TOTALS	76	\$303,800 00	\$10,350 00	\$4,875 00	\$2,050,356 00	\$234 00	\$2,369,615 00

VETERANS' GRAVES REGISTRATION

1-13-76

As provided by the general laws, appropriations may be made to suitably maintain, care for, and decorate the graves of honorably discharged veterans. This function is assigned to a supervisor, who also maintains burial records of all veterans who were residents of the City of Boston.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$10,849 45	\$9,789 25	\$6,394 00	\$7,204 00	\$7,204 00	
-Contractual Services . .	20,190 63	20,316 53	20,450 00	31,110 00	22,350 00	
-Supplies & Materials . .	340 67	411 27	415 00	460 00	415 00	
-Current Charges & Oblig's	—	—	—	17 00	17 00	
-Equipment	42 00	43 20	50 00	125 00	50 00	
TOTALS	\$31,422 75	\$30,560 25	\$27,309 00	\$38,916 00	\$30,036 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAM

1. CARING FOR AND DECORATING VETERANS' GRAVES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1	\$7,204 00	\$22,350 00	\$415 00	\$17 00	\$50 00	\$30,036 00

Personal Services: Supervisor.

Contractual Services: Replace bronze plates on War Memorial in the Fenway, \$50.00; transportation of persons, \$300.00; advertising and posting, \$50.00; freight and express charges, \$400.00; printing, binding, ruling, \$100.00; decoration of veterans' graves, Memorial Day, May 30, \$20,500.00; decoration and dedication of veteran named squares, \$940.00; towel service, \$10.00.

Supplies and Materials: Postage, \$15.00; forms, cards, and stationery, \$400.00.

Current Charges and Obligations: Fee for notary public, \$17.00.

Equipment: Flags for decoration of veterans' graves, \$50.00.

LIBRARY DEPARTMENT

1-10-11

The Library Department of the City of Boston consists of the Central Library in Copley Square, the Kirstein Business Branch Library in the Edward Kirstein Memorial Building, the School Issue Department, 27 branch libraries, the Hospital Service at the Boston City Hospital, and 3 bookmobiles.

The collections and services of the library have two main purposes: first, the provision of a popular public library service for the citizens of Boston and second, the provision of books and other library materials for reference and research. In 1959 the annual circulation was 3,350,495 volumes for home reading.

A — BUDGET SUMMARY

Group	1957		1958		1959		1960 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
1—Personal Services . . .	\$2,599,237	17	\$2,647,629	20	\$2,716,000	00	\$3,042,526	00	\$2,716,000	00
2—Contractual Services . .	229,779	15	203,302	89	177,300	00	423,900	00	211,525	00
3—Supplies & Materials . .	345,604	43	305,548	44	230,125	00	478,000	00	213,125	00
4—Current Charges & Oblig's	88,714	71	83,067	59	72,052	00	73,000	00	66,250	00
5—Equipment	59,799	68	36,106	07	31,000	00	164,760	00	35,000	00
TOTALS	\$3,323,135	14	\$3,275,654	19	\$3,226,477	00	\$4,182,186	00	\$3,241,900	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$105,830 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible, under the direction of the Trustees, for the administration of the library system and personnel program including entrance, qualifying, and promotional examinations, in-service training, the placement of personnel throughout the library system, and the maintenance of personnel records. The official records and files of the library are maintained and the information desk and switchboard in the Central Library are staffed.

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
25	\$144,829 00	\$8,631 00	\$2,125 00	\$827 00	\$1,000 00	\$157,412 00

Personal Services: Performance under this program is divided among the following sections:

Director's Office: Director and Librarian, Assistant Director, Assistant to the Director and Secretary of the Trustees, Assistant to the Director for Library Matters, and 3 Assistants.

Personnel Office: Assistant Director, 5 Assistants.

Records, Files and Statistics: Chief, 3 Assistants.

Information Office: Assistant Director, Chief, 3 Assistants.

Exhibits Office: Chief, 2 Assistants.

Temporary employees: Employment of part-time assistants, \$1,050.00.

Overtime: Compensation for services in excess of regular working hours. \$600.00.

Contractual Services: Telephone services, \$881.00; light, heat and power, \$4,450.00; servicing of office equipment, \$100.00; travel expense and attendance at conventions, \$500.00; advertising and posting, \$50.00; blueprinting and duplicating, \$125.00; cleaning, \$1,000.00; freight and express charges, \$25.00; printing and binding, \$1,500.00.

Supplies and Materials: Custodial supplies, \$100.00; medical supplies, \$25.00; postage, forms, cards and stationery, \$2,000.00.

Current Charges and Obligations: Rental of post office box, \$20.00; rental of postage meter, \$150.00; premium on surety bonds, \$657.00.

Equipment: Typewriter, office machines, office furniture, \$1,000.00.

2. CIRCULATION OF BOOKS AND LIBRARY MATERIALS

The greater part of the general lending of books for home use takes place from the Open Shelf Department of Home Reading at the Central Library, the 27 branch libraries, and the 3 bookmobiles. The book collections of this division number approximately 753,000, constituting about one third of the total book holdings of the library.

The Open Shelf Department maintains in the Central Library a library for the general reader for home reading. Separate sections are provided for adults, young adults, and children, each of which has a Readers' Advisor for the guidance of the readers. This department has a total of approximately 65,000 books and other items on the shelves.

The branch libraries provide educational and recreational reading for adults, young adults, and children, and cooperate with community organizations, agencies, and educational institutions in their activities and programs. There are approximately 580,000 books and other items on the shelves of the branch libraries for issue to borrowers.

The bookmobiles provide reading for persons in those parts of the city which are distant from branch libraries. Each bookmobile has an approximate annual circulation of 165,000 books.

The Audio-Visual Department maintains approximately 8,550 recordings and 1,106 films. In 1959, 46,962 recordings are issued to borrowers, and there were 10,622 showings of films to an audience of 453,731.

The Hospital Library Service serves hospital patients at the Boston City Hospital, providing books and periodicals, X-ray projectors for patients required to remain on their backs, music and other recordings, and storytelling in the children's wards.

Other important services performed by this program are the following:

Selection of books and materials for the home reading program.

Cataloging and classifying books and materials.

Regulation of borrowers, issuance of borrowers' cards, and charging and discharging all books and materials borrowed from the Central Library. There are approximately 188,000 borrowers.

Issuance of children's books to schools which lack a school library; 278,035 books and other items are issued annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
279	\$1,393,761 00	\$119,495 00	\$196,525 00	\$39,055 00	\$6,000 00	\$1,754,836 00

Personal Services: Performance under this program is divided among the following sections:

Division Office: Chief Librarian, Assistant to the Chief Librarian, Supervisor of the Home Reading Services, 3 Deputy Supervisors, Adult Librarian, Special Assistant, and 5 Assistants.

Open Shelf Department: Chief, 3 Readers Advisors, Administrative Assistant, Young Adults' Librarian, Children's Librarian, 13 Assistants.

Branch Libraries: 27 Branch Librarians, 12 Adults' Librarians, 22 Children's Librarians, 2 Young Adults' Librarians, 7 Adults' Assistants, 84 Assistants, 14 Senior Building Custodians, 5 Cleaners.

Bookmobiles: Bookmobile Librarian, 2 Adults' Librarians, 1 Children's Librarian, 11 Assistants.

Audio-visual Department: Chief, 5 Assistants.

Hospital Library Service: Hospital Librarian, 2 Assistants.

Book Selection Department: Chief, Adults' Librarian, 3 Assistants.

Cataloging and Classification Department: Chief, 5 Assistants.

Central Charging Records: Chief, Administrative Library Assistant, Executive Assistant, 19 Assistants.

Central Book Stack for Home Reading and Community Services.

Branch Issue: Chief, Adults' Librarian, 7 Assistants.

School Issue: Assistant-in-charge, 6 Assistants.

Temporary employment of extra assistants and storytellers on part-time basis, \$122,950.00.

Overtime: For services in excess of regular working hours, \$14,500.00.

Contractual Services: Telephone service, \$7,380.00; light, heat and power, \$34,590.00; general repairs, \$15,750.00; servicing of equipment, \$1,500.00; travel expenses, \$2,000.00; advertising and posting, \$50.00; blueprinting and duplicating, \$125.00; cleaning, \$6,000.00; freight and express charges, \$200.00; printing and binding, \$8,900.00; garaging and maintenance of 3 bookmobiles, \$43,000.00.

Supplies and Materials: Heating supplies, \$15,000.00; laundry, cleaning and custodial supplies, \$1,000.00; medical supplies, \$25.00; postage, forms, cards, and stationery, \$15,500.00; books, \$147,500.00; films, \$10,000.00; recordings, \$7,500.00.

Current Charges and Obligations: Rental of 2 auto trucks, \$20,000.00; branch library rents, \$12,555.00; periodical and newspaper subscriptions, \$6,500.00.

Equipment: Cabinets and office furniture, \$3,000.00; typewriters, \$2,000.00; miscellaneous, \$1,000.00.

3. REFERENCE AND RESEARCH SERVICES

The reference and research services of the library are located in the Central Library, with the exception of the Business Branch, which is located in the Edward Kirstein Memorial Library Building in City Hall Avenue. The book collections in this division number approximately 1,418,000, constituting about two thirds of the total book holdings of the library.

The Book Stack Service provides public reference service for the 656,000 books available in the general book stack collections.

The other departments under this program provide reference and bibliographical service in their respective fields for the 762,000 volumes in their collections.

The Book Selection and Cataloging and Classification Departments are responsible for the selection of research and reference books and materials and for their cataloging and classification subsequent to acquisition. In 1959, 21,152 books and other items were cataloged and classified; 51,431 Library of Congress cards were processed; and 52,695 cards were processed on a duplicating machine.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
135	\$648,356 00	\$38,643 00	\$8,925 00	\$25,145 00	\$26,500 00	\$747,569 00

Personal Services: Performance under this program is divided among the following sections:

Division Office: Chief Librarian, Supervisor of Reference and Research Services, Deputy Supervisor of Reference and Research Services, 3 Assistants.

Book Stack Service: Assistant-in-Charge, Assistant, Fifth Step, Executive Assistant, 24 Assistants.

General Reference Department: Chief and Deputy Supervisor of Reference and Research Services, Reference Librarian, 5 Assistants.

Fine Arts Department: Chief, Reference Librarian, Reference Assistant, 6 Assistants.

History Department: Chief and Deputy Supervisor of Reference and Research Services, Reference Librarian, 3 Assistants.

Kirstein Business Branch: Business Branch Librarian, Cataloger and Classifier, 2 Reference Assistants, Reference Librarian, 8 Assistants, Custodial Worker.

Music Department: Assistant-in-Charge, 3 Assistants.

Library Department — Continued

Periodical and Newspaper Department: Chief and Deputy Supervisor of Reference and Research Services, Reference Librarian, 6 Assistants.
Print Department: Keeper of Prints, 3 Assistants.

Rare Book Department: Keeper of Rare Books and Editor of Publications, Curator of Americana, Reference Librarian, Editorial Librarian, Assistant, Cataloger and Classifier, 3 Assistants.

Science and Technology Department: Assistant-in-Charge, Reference Librarian, 6 Assistants.

Statistical Department: Assistant-in-Charge, 4 Assistants.

Teachers' Department: Chief, Reference Librarian, 2 Assistants.

Book Selection Department: Chief, Assistant.

Cataloging and Classification Department: Chief, 2 Catalogers and Classifiers, Cataloger, 20 Assistants.

Temporary Employment: Extra Assistants, \$39,600.00.

Overtime: For services in excess of regular working hours, \$10,100.00.

Contractual Services: Telephone service, \$1,523.00; light, heat and power, \$18,720.00; general repairs, \$1,500.00; servicing of equipment, \$400.00; travel expenses, \$500.00; advertising and posting, \$50.00; blueprinting and duplicating, \$125.00; cleaning, \$10,000.00; freight and express charges, \$200.00; engineering fees, \$450.00; printing and binding, \$2,175.00.

Supplies and Materials: Laundry, cleaning and custodial supplies, \$900.00; medical supplies, \$25.00; postage, forms, cards and stationery, \$8,000.00.

Current Charges and Obligations: Periodical and Newspaper subscriptions, \$16,000.00; rental New England Deposit Library, \$9,145.00.

Equipment: Office machines, cabinets, etc., \$3,500.00; library books for reference and research, \$23,000.00.

4. BUSINESS OPERATION AND BUILDING MAINTENANCE

All of those aspects of the library's activities that are not primarily of a purely bibliothecal nature, and are not provided for otherwise, are assigned to the Business Operations Division.

The Accounting Department maintains the accounting operations of the library, both for the city funds and trust funds; prepares payrolls; and processes all drafts for payment of bills.

The Materials Office is responsible for the purchase of library books and materials and their preparation for use, including repairs and binding. Over 100,000 books, newspapers, films, recordings, and other items are purchased annually; receives all materials and carries out the daily shipping and receiving program between the Central Library and the branches. It is also responsible for the housing, maintenance of records, and intramural filling of orders for stock and supplies.

The Building Department is responsible for the maintenance of buildings and grounds. The Central Library contains approximately 420,000 square feet of space, and the branch libraries contain approximately 124,000 square feet of space.

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
118	\$529,054 00	\$44,756 00	\$5,550 00	\$1,223 00	\$1,500 00	\$582,083 00

Personal Services: Performance under this program is divided among the following sections:

Division Office: 2 Deputy Assistants to the Director, Assistant to the Division Head, 3 Assistants.

Accounting Department: Principal Accountant, Senior Accountant, Accountant, 3 Clerical Employees.

Book Purchasing Department: Chief, Book Purchasing Librarian, Book Purchasing Assistant, 11 Assistants.

Book Preparation Department: Chief, Book Preparation Librarian, Book Preparation Assistant, 9 Assistants.

Binding Department: Chief, Bindery Foreman, Finisher, 9 Forwarders, Working Forelady of Bindery Sewers, 8 Sewers.

Shipping and Receiving Section: 3 Clerical Employees.

Stock and Supplies Section: 2 Clerical Employees.

Buildings Department: Superintendent of Library Buildings, 2 Working Foremen, Head Electrician, 13 Mechanics, 36 Custodial Workers, 1 Clerical Employee.

Temporary Employees: Employment of Temporary Help, \$6,400.00.

Overtime: For Hourly Cleaners and Sunday Workers, \$36,800.00.

Contractual Services: Telephone service, \$3,516.00; heat, light and power, \$13,240.00; general repairs, \$2,750.00; repairs and maintenance of equipment, \$3,000.00; travel expenses, \$1,000.00; advertising and posting, \$50.00; blueprinting and duplicating, \$125.00; cleaning, \$7,000.00; freight and express charges, \$25.00; printing, \$675.00; watchman service, \$12,800.00; miscellaneous contractual services, \$575.00.

Supplies and Materials: Gas and oil for the snow plow, \$25.00; laundry, cleaning and custodial supplies, \$1,000.00; medical supplies, \$25.00; postage, cards, forms and stationery, \$4,500.00.

Current Charges and Obligations: Rental of equipment, \$550.00; insurance, \$643.00; miscellaneous, \$30.00.

Equipment: Firefighting equipment, \$1,300.00; miscellaneous equipment, \$200.00.

D — PROGRAM SUMMARY

Program	No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	25	\$144,829 00	\$8,631 00	\$2,125 00	\$827 00	\$1,000 00	\$157,412
2. Circulation of Books and Library Materials	279	1,393,761 00	119,495 00	196,525 00	39,055 00	6,000 00	1,754,836
3. Reference and Research Services	135	648,356 00	38,643 00	8,925 00	25,145 00	26,500 00	747,569
4. Business Operation and Building Maintenance	118	529,054 00	44,756 00	5,550 00	1,223 00	1,500 00	582,083
Totals	557	\$2,716,000 00	\$211,525 00	\$213,125 00	\$66,250 00	\$35,000 00	\$3,241,900

PARKS AND RECREATION DEPARTMENT

1-11-00

The Parks and Recreation Department is under the general direction of a commission composed of 5 members. The chairman is the only salaried member; the other 4 members serve without pay. Commission is responsible for care, operation, maintenance, and improvements of all parks and recreational facilities and of all city-owned cemeteries. The department's activities are carried on by 2 divisions, and a summary of the divisional appropriations is given below.

Title	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Parks & Recreation Department	\$3,908,555 11	\$3,883,603 68	\$3,510,398 00	\$3,769,813 00	\$3,396,146 00	
Cemetery Division	361,046 55	359,589 32	—	429,242 00	176,795 00	
TOTALS	\$4,269,601 66	\$4,243,193 00	\$3,510,398 00	\$4,199,055 00	\$3,572,941 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services	\$3,066,249 00	\$3,083,810 77	\$2,654,000 00	\$3,142,789 00	\$2,722,714 00	
-Contractual Services	324,348 16	328,447 53	322,041 00	343,527 00	298,145 00	
-Supplies & Materials	391,994 23	319,797 55	298,500 00	330,037 00	309,925 00	
-Current Charges & Oblig's	11,129 16	9,703 12	10,857 00	14,182 00	12,157 00	
-Equipment	75,885 52	36,735 46	15,000 00	48,520 00	40,000 00	
-Structures & Improvements	131,744 95	29,440 67	30,000 00	90,000 00	30,000 00	
-Land & Nonstructural Improvements to Land	268,250 64	435,257 90	180,000 00	230,000 00	160,000 00	
TOTALS	\$4,269,601 66	\$4,243,193 00	\$3,510,398 00	\$4,199,055 00	\$3,572,941 00	

PARKS AND RECREATION DEPARTMENT

1-11-41

The Parks and Recreation Department is responsible for the development and operation of a park and recreation system for the residents of Boston and the hundreds of thousands of visitors to the city. In addition to the physical facilities which the department operates, it develops a broad program of recreation for all age groups of the community, preserves and replaces trees on the streets of the city, and cares for the active and historical cemeteries in the custody of the city.

The department is responsible for the care and operation of 2,711 acres of parks, playgrounds, and squares; 1.5 miles of driveways and roadways; 73.98 miles of walks; 7.93 miles of bridle paths; 131.4 acres of ponds and rivers; 82 public squares; 122 playgrounds, 47 of which have field houses; 13 recreation centers; 14 greenhouses; 2 public golf courses of which has a clubhouse; 2 outdoor and 2 indoor swimming pools; 2 solariums; 16 public bath houses; 3 public bathing beaches; 1 main office building and 1 recreation office building; and 100 other buildings including shops, field houses, etc. and 19 cemeteries.

A — BUDGET SUMMARY

1960 Budget						
Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	Requested by Department	Recommended by Mayor	Approved
1—Personal Services . . .	\$2,815,736 82	\$2,818,466 77	\$2,654,000 00	\$2,842,662 00	\$2,649,014 00	
2—Contractual Services . . .	305,855 39	309,981 56	322,041 00	319,727 00	281,645 00	
3—Supplies & Materials . . .	376,380 12	302,454 23	298,500 00	308,452 00	293,400 00	
4—Current Charges & Oblig's	11,085 16	9,479 00	10,857 00	13,612 00	12,087 00	
5—Equipment	46,366 33	14,548 34	15,000 00	15,360 00	10,000 00	
7—Structures & Improvements	131,744 95	29,440 67	30,000 00	90,000 00	30,000 00	
8—Land & Nonstructural Improvements to Land .	221,386 34	399,233 11	180,000 00	180,000 00	120,000 00	
TOTALS	\$3,908,555 11	\$3,883,603 68	\$3,510,398 00	\$3,769,813 00	\$3,396,146 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960	\$118,400 00
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C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities, including preparation and administration of the budget, collection of fees and other revenues, processing of all personnel actions, auditing time records and preparation of payroll, requisitioning of supplies and equipment, and maintaining storehouse for their receipt and distribution.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
17	\$88,887 00	\$13,737 00	\$3,600 00	\$9,007 00	\$115,231 00

Personal Services: Performance under this program is divided among the following sections:

Administrative: Commissioner of Parks and Recreation.

Administrative Services Section: Administrative Assistant, Senior Personnel Officer, 8 Clerical Employees, 2 Telephone Operators, Junior Building Custodian, Collector, Matron, Clerk and Photographer.

Contractual Services: Telephone service, \$4,700.00; electricity, \$3,400.00; repairs, carpentry, \$500.00; electrical, \$500.00; plumbing and heating, \$400.00; elevator inspection and maintenance, \$912.00; servicing of office equipment, \$300.00; travel, \$2,600.00; duplicating services, \$200.00; freight, express, \$25.00; professional and technical services, \$200.00.

Supplies and Materials: Food supplies, \$300.00; cleaning soaps and powders, household brooms, \$150.00; forms, cards, stationery, postage, \$2,650.00; building supplies, materials, \$500.00.

Current Charges and Obligations: Rental of Parkman House, \$6,000.00; dues and subscriptions, \$261.00; Western Union time clock, \$21.00; premiums on surety bonds, \$200.00; insurance, boiler and fire, \$2,525.00.

2. PLANNING AND SUPERVISING CONSTRUCTION OF DEPARTMENT STRUCTURES AND FACILITIES

Plans programs for the development and maintenance of existing and additional park facilities. Preparation of capital budget estimates. Supervision and inspection of works projects to assure compliance with plans and specifications of contract. Approval of vouchers for payment for work performed satisfactorily. Maintains records and plans of parks and facilities.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
11	\$67,040 00	\$2,000 00	\$400 00	\$69,440 00

Personal Services: Engineering Division: Chief Engineer, Principal Civil Engineer, 4 Assistant Civil Engineers, 1 Senior Civil Engineer, 3 General Construction Inspectors, Parks and Recreation Contract Supervisor.

Contractual Services: Repairs, drafting equipment, \$200.00; photostating, blueprinting, mimeographing services, \$1,400.00; advertising bids, \$400.00.

Supplies and Materials: Office supplies and materials, \$400.00.

3. MAINTENANCE OF BUILDINGS, PARKS, PLAYGROUNDS, AND ROADWAYS

General administrative supervision and direction of maintenance activities. Maintenance and repair of the interior and exterior of buildings and structures, including plumbing and heating. Repair of departmental and other automotive equipment. Maintains through 3 district units all parks, playgrounds, play areas, and field houses; marks and lays out athletic fields for sport activities; cleans and maintains park roadways on a year round basis, including snow removal.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Land and Improvements	Total
238	\$708,943 00	\$137,708 00	\$118,350 00	\$1,080 00	\$1,800 00	\$30,000 00	\$90,000 00	\$1,087,881 00

Personal Services: Building and District Maintenance Section: General Superintendent of Park Maintenance, Superintendent of Park Maintenance, General Foreman of Mechanics and Craftsmen, 4 General Foremen, 42 Mechanics, Stationary Engineer, 12 Motor Equipment Operators, 9 Gardeners, Yardman, Aquarium Attendant, 40 Parkkeepers, 14 Park Maintenance Men, 89 Laborers, 22 Matrons, Temporary, \$9,083.00.

Contractual Services: Telephone service, \$3,200.00; electricity, \$10,800.00; gas, \$200.00; repairs of buildings (carpentry, \$5,000.00; electrical, \$6,000.00; plumbing and heating, \$17,100.00; painting, \$3,500.00); construction fences, \$19,000.00; Commonwealth Avenue underpass, \$400.00; emergency repairs, water and sewer systems, \$3,500.00; repair, granolithic walks, \$8,000.00; painting, \$12,500.00; miscellaneous repairs, \$4,888.00; repairs, machinery and tools, \$1,400.00; repairs to oil burners, \$3,600.00; miscellaneous repairs, \$1,000.00; transportation, convention, \$800.00; carfare and mileage, \$900.00; roping and staking, \$5,000.00; maintenance convenience station, Boston Common, \$5,870.00; extermination, \$1,100.00; displaying flags, \$2,800.00; erecting flag poles, \$2,500.00; loaming and grading, \$15,000.00; cleaning catch basins, \$2,730.00; miscellaneous services, \$920.00.

Supplies and Materials: Heating fuel, \$24,700.00; household supplies, toilet goods, disinfectants, \$8,000.00; medical supplies, \$250.00; building supplies, \$33,000.00; general operating supplies, \$13,550.00; repair parts, non-automotive, \$6,500.00; tools and instruments, \$3,700.00; wearing apparel, \$200.00; public works supplies, \$4,500.00; landscaping material, grass, seed, loam, fertilizer, etc., \$23,950.00.

Current Charges and Obligations: Rental of Barry dump, \$900.00; storage park equipment, \$180.00.

Equipment: Lawn mowing equipment, \$1,800.00.

Structures and Improvements:

Paris Street Gymnasium	\$20,000 00
Greenhouses	5,000 00
Arnold Arboretum — Roads	5,000 00
	<hr/>
	\$30,000 00

Land and Improvements:

Mission Hill Redevelopment	\$40,000 00
Franklin Square, new concrete walks	10,000 00
Jamaica Pond, new asphalt walks and drain repairs	16,000 00
East Boston Stadium, new running track and pole	6,000 00
New canopy backstops, various locations	10,000 00
Franklin Park, Little League park	5,000 00
McConnell Park, chain link fencing	3,000 00
	<hr/>
	\$90,000 00

4. OPERATION AND MAINTENANCE OF AUTOMOTIVE EQUIPMENT

Maintenance and repair of all registered motor vehicles, which include 47 trucks, 14 passenger cars, 16 tractors, 6 jeeps, 3 platform trailers, 2 bucket loaders, 2 road sweepers, and 1 motorcycle. Also maintenance and repair of snow removal equipment. Operation of a garage; storage and issue of gasoline and lubricants. Maintains records showing usage of vehicles, mileage, and operating costs. Arranges for repairs to vehicles by commercial agencies.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
43	\$179,935 00	\$23,100 00	\$30,400 00	\$1,500 00	\$234,935 00

Personal Services: Superintendent (of automotive maintenance), 2 Crane Operators, 4 Motor Equipment Repairmen, 13 Heavy Motor Equipment Operators, 17 Motor Equipment Operators, 3 Garage Attendants, Driver Training Inspector.

Contractual Services: Repairs and servicing of 100 pieces automotive equipment, \$21,000.00; welding services, \$2,000.00; extermination services, \$100.00.

Supplies and Materials: Gasoline, \$17,600.00; lubricating oils and greases, \$1,800.00; tires and tubes, \$2,600.00; automotive supplies and materials, \$4,000.00; miscellaneous automotive supplies and materials, \$1,000.00, fuel oil and coal, \$3,000.00; tools and instruments, \$400.00.

Current Charges and Obligations: Rental of coveralls and cleaning of same, \$1,500.00.

Parks and Recreation Department — Continued

5. DESIGN, PROPAGATION, AND CARE OF PLANTS, SHRUBS, TREES, AND LAWNS

Maintenance of 14 greenhouses for the propagation of horticultural items for use in parks and for city celebration and the observance of historic dates; designs and plans all floral displays, conducts experiments, and makes recommendations relative to the purchase and use of agricultural supplies and equipment.

Care and maintenance of all trees on city streets and on park property; plants, sprays, prunes, and removes trees which create a hazard; maintains a tree nursery; and prepares and keeps current a master plan for the removal, replacement, and planting of trees.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Land and Non- structural Improvements to Land	Total
72	\$305,137 00	\$55,450 00	\$47,700 00	\$8,200 00	\$30,000 00	\$446,487 00

Personal Services: Performance under this program is divided among the following sections:
 Horticultural Section: Superintendent of Horticulture, 2 General Foremen of Horticulture, 5 Senior Gardeners, 34 Gardeners, 2 Laborer Foreman of Greenhouse.
 Tree Section: General Foreman Tree Maintenance, 2 Tree Maintenance Foremen, 2 Tree Maintenance Inspectors, 21 Tree Climbers, Heavy Motor Equipment Operator, Overtime, \$40,000.00.

Contractual Services: Telephone services, \$1,000.00; electricity, \$6,000.00; gas fuel, \$150.00; repairs (carpentry, \$1,000.00; electrical, \$1,000.00; plumbing and steamfitting, \$2,300.00; roofing and masonry work, \$1,000.00), servicing of machinery and tools, \$1,400.00; repairing oil burners, \$750.00; welding, \$1,000.00; travel expenses, \$600.00; extermination of vermin, \$300.00; Christmas trees, erecting, decorating \$10,500.00; cleaning catch basins, \$500.00; spraying trees, by airplane and manually, \$11,000.00; trimming of trees throughout park system \$16,950.00.

Supplies and Materials: Fuel oil, \$13,300.00; custodial supplies, \$100.00; building supplies and materials, \$6,000.00; general operating supplies and materials, \$5,500.00; repair parts nonautomotive, \$2,000.00; tools and instruments, \$1,800.00; grass seed, \$2,500.00; fertilizer, \$3,000.00; loam, \$6,000.00; spraying liquids, \$4,000.00; miscellaneous trees and shrubs, \$3,500.00.

Equipment: Grass-cutting equipment, \$8,200.00.

Land and Non-Structural Improvements to Land:

Removal of Trees afflicted with Dutch Elm Disease	\$15,000 00
Planting and Replacement of Trees	10,000 00
Planting and Replacement of Trees, Urban Redevelopment	5,000 00
	<hr/>
	\$30,000 00

6. DIRECTION AND OPERATION OF RECREATIONAL PROGRAMS AND FACILITIES

Plans, conducts, and supervises a recreational program in 124 playgrounds and 13 recreation centers for all age groups in many types of athletics, arts and crafts, dramatics, boating, dancing, and special events; allocates and issues permits for use of athletic fields; operates a supply section for recreational supplies and equipment.

Operates and maintains two outdoor swimming and diving pools and 3 wading pools, 16 public baths, 2 indoor swimming pools, and 3 public bathing beaches. The division operates a laundry and sewing room for making, repairing, and cleaning towels for all bath and swimming facilities.

Maintains 2 18-hole golf courses, 1 golf house building, and 1 club house. The golf courses are open from March 1 to November 15 for play, and 1 golf house is open all year for meetings and celebrations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
245	\$1,299,072 00	\$49,650 00	\$92,950 00	\$500 00	\$1,442,172 00

Personal Services: Performance under this program is divided among the following sections:
 Recreation Division: Director of Recreation, First Deputy Director of Recreation, 2 Deputy Directors of Recreation, Superintendent of Recreation, 2 Recreation Program Directors, Recreation Counselor and Supervisor of Community Organization, 6 Recreation Supervisors, Supervisor of Recreation Equipment, Supervisor of Senior Citizens' Activities, Assistant to Recreation Director, 12 Senior Recreation Instructors, Principal Clerk and Typist, Public Boating Manager, Public Relations Representative, 5 Recreation Instructors, Laborer, 6 Recreation Aid and Accompanists.
 Baths Division: Superintendent of Baths, Supervisor of L Street Baths, Assistant Superintendent of Baths, Supervisor of Swimming, Foreman of Baths, 1 Building Maintenance Supervisor, 8 Senior Bath Custodians, Second Class Stationary Engineer, 10 Third Class Stationary Engineers, 3 Steam Firemen, 3 Swimming Instructors, 8 Bath Custodians, Gardener, Storekeeper, 3 Park Maintenance Men, 2 Motor Equipment Operators, 35 Bath Attendant and Laborers, 44 Laborers, 29 Matrons.
 Laundry and Sewing Section: 3 Principal Laundry Workers, 3 Senior Laundry Workers, 25 Matrons.
 Golf Course Section: Golf Course Supervisor, 2 Golf Course Foremen, Greenskeeper, Superintendent of Golf Clubhouse, Caddy Master, Golf Starter, Golf Course Attendant, 2 Golf Course Workers, 4 Laborers, 2 Matrons.
 Temporary Employees: \$323,917.00 to provide for employees to conduct seasonal recreational athletic events, and supervise bathing facilities.

Contractual Services: Telephone, \$3,600.00; electricity, \$12,450.00; repairs (carpentry, \$1,500.00; electrical, \$2,000.00; plumbing and steam fitting, \$2,200.00); painting, \$3,800.00; repairing oil burners, \$1,050.00; repairs to boats and boating equipment, \$1,300.00; travel expense, \$9,100.00; floodlighting for special events, \$5,000.00; extermination of vermin, \$500.00; services of broadcaster, \$250.00; metal checks for public bathhouses, \$1,400.00; use of special sound system, \$500.00; hire of pianist and musicians, \$1,000.00; furnishing and engraving trophies, \$4,000.00.

Supplies and Materials: Fuel, \$27,000.00; household, custodial and cleaning supplies, \$2,088.00; toweling, \$9,437.00; towels, \$225.00; medical supplies, \$750.00; postage, \$1,650.00; forms, cards, stationery, \$4,700.00; building supplies and materials, \$6,500.00; repair parts material nonautomotive, \$1,000.00; tools and instruments, \$1,000.00; wearing apparel, \$700.00; athletic supplies, \$15,600.00; recreation program supplies, \$6,000.00; recreation parties (May Day, Halloween, Golden Age) \$13,000.00; wearing apparel for L Street, \$3,300.00.

Current Charges and Obligations: Rental of chairs, \$500.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Equip- ment	Structures Improve- ments	Land and Non-struc- tural Im- provements to Land	Total
Administrative and General Services .	17	\$88,887 00	\$13,737 00	\$3,600 00	\$9,007 00	—	—	—	\$115,231 00
Planning and Su- pervising Con- struction of De- partment Struc- tures and Facilities	11	67,040 00	2,000 00	400 00	—	—	—	—	69,440 00
Maintenance of Buildings, Parks, Playgrounds, and Roadways .	238	708,943 00	137,708 00	118,350 00	1,080 00	\$1,800 00	\$30,000 00	\$90,000 00	1,087,881 00
Operation and Main- tenance of Auto- motive Equipment	43	179,935 00	23,100 00	30,400 00	1,500 00	—	—	—	234,935 00
Design, Propaga- tion, and Care of Plants, Shrubs, Trees, and Lawns	72	305,137 00	55,450 00	47,700 00	—	8,200 00	—	30,000 00	446,487 00
Direction and Op- eration of Recrea- tional Programs and Facilities .	245	1,299,072 00	49,650 00	92,950 00	500 00	—	—	—	1,442,172 00
TOTALS .	626	\$2,649,014 00	\$281,645 00	\$293,400 00	\$12,087 00	\$10,000 00	\$30,000 00	\$120,000 00	\$3,396,146 00

CEMETERY DIVISION, PARKS AND RECREATION DEPARTMENT

1-13-21

The Cemetery Division is responsible for the operation and care of 3 active and 16 inactive cemeteries within the city area. The inactive cemeteries are mostly historical in nature and are visited by thousands of residents and tourists annually, as they contain the graves of many famous personages of the city and of the nation. The active cemeteries embrace a total area of 188 acres, and the inactive, 22 acres.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$250,512 18	\$265,344 00	\$264,000 00	\$300,127 00	\$73,700 00	
2—Contractual Services . . .	18,492 77	18,465 97	17,109 00	23,800 00	16,500 00	
3—Supplies & Materials . . .	15,614 11	17,343 32	16,735 00	21,585 00	16,525 00	
4—Current Charges & Oblig's . . .	44 00	224 12	30 00	570 00	70 00	
5—Equipment	29,519 19	22,187 12	46,126 00	33,160 00	30,000 00	
8—Land & Nonstructural Improvements to Land . . .	46,864 30	36,024 79	45,000 00	50,000 00	40,000 00	
TOTALS	\$361,046 55	\$359,589 32	\$389,000 00	\$429,242 00	\$176,795 00	

B — DEPARTMENTAL REVENUES

Departmental revenues revert to the cemetery trust fund None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of division activities. Audits time records, prepares payrolls and maintains consolidated records of sales of grave lots and interments. Acts as the supply agency for the division.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$24,676 00	\$200 00	\$575 00	\$10 00	\$80 00	\$25,541 00

Personal Services: 2 Supervisors of Cemeteries, Head Clerk, 2 Clerical Employees, Overtime allowance, \$200.00, Memorial Day.

Contractual Services: Advertising, \$25.00; duplicating services, \$25.00; binding vital cemetery records, \$150.00.

Supplies and Materials: Forms, cards, stationery, \$400.00; postage, \$175.00.

Current Charges and Obligations: Premium, surety bond, \$10.00.

Equipment: Library, \$80.00.

2. CARE AND OPERATION OF CEMETERIES

Responsible for the general maintenance of graves, grounds, and buildings, the sale of grave lots, arrangements for perpetual care, and maintenance of records of all interments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Land and Improvements	Total
67	\$49,024 00	\$16,300 00	\$15,950 00	\$60 00	\$29,920 00	\$40,000 00	\$151,254 00

Personal Services: 4 Cemetery Foremen, 5 Equipment Operators, 2 Mechanics, Gardener, Gardener's Helper, 36 Grave Diggers, 5 Laborer, Chapel Custodian, Principal Clerk, Matron, 4 Heavy Motor Equipment Operators. Overtime allowance, \$13,800.00, services, Saturday Sundays, and Holidays.

Contractual Services: Telephone service, \$1,000.00; electricity, \$1,000.00; repairs carpentry, \$400.00; electrical, \$600.00; roofing, plumbing and steamfitting, \$600.00; repairs cemetery buildings, \$7,400.00; repair and servicing automotive equipment, \$2,000.00; servicing office equipment, \$50.00; repairs cemetery equipment, \$950.00; allowance for use of personal automobile, \$500.00; miscellaneous tree work, planting and trimming at the various cemeteries and service of dynamite man for blasting, repairs to flag poles, etc., \$1,800.00.

Supplies and Materials: Gasoline and diesel oil, \$2,150.00; lubricating oils and greases, \$150.00; tires and tubes, \$900.00; miscellaneous automotive parts and accessories, \$400.00; food supplies, \$150.00; fuel and heating supplies, \$2,800.00; cleaning and custodial supplies, \$75.00; postage, \$50.00; forms, cards, stationery, \$275.00; building supplies and materials, \$500.00; general operating supplies, \$100.00; repair parts nonautomotive, \$1,000.00; tools and instruments, \$500.00; rubber gloves and boots, \$100.00; public works supplies, \$500.00; loam, grass seed fertilizer, trees, shrubs, \$6,300.00.

Current Charges and Obligations: Premium on bonds, \$60.00.

Equipment: Concrete liners, lowering devices, \$25,000.00; lawn mowers, \$4,920.00.

Land and Improvements: **Mt. Hope Cemetery:** Extend and develop World War I and World War II Sections, \$7,000.00; Cedar Grove Section (perpetual care), \$5,000.00; Section J, \$5,000.00; construction and reconstruction of roads, \$8,000.00. **Fairview Cemetery:** Develop new section for Welfare Department burials, \$5,000.00; construction and resurfacing of roads, \$5,000.00. **Evergreen Cemetery:** Developing new section, \$3,000.00; constructing and resurfacing road, \$2,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Land and Improvements	Total
1. Administrative and General Services	5	\$24,676 00	\$200 00	\$575 00	\$10 00	\$80 00	—	\$25,541 00
2. Care and Operation of Cemeteries	61	49,024 00	16,300 00	15,950 00	60 00	29,920 00	\$40,000 00	151,254 00
TOTALS	66	\$73,700 00	\$16,500 00	\$16,525 00	\$70 00	\$30,000 00	\$40,000 00	\$176,795 00

EXECUTIONS OF COURT, DAMAGE CLAIMS AND REIMBURSEMENTS

1-13-31

This appropriation covers expenditures which arise through court and other legal actions involving settlements of awards for damages to persons and property.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	Requested by Department	1960 Budget Recommended by Mayor	Approved
Special Appropriation: Executions of Court	\$608,647 52	\$516,353 46	\$500,000 00	\$500,000 00	\$500,000 00	

WORKMEN'S COMPENSATION SERVICE

1-13-41

Employees who receive injury in the course of, or arising out of, their employment will receive under existing law a standard schedule of payments during the period of absence from regular duties. This division investigates all accidents in which employees are involved, determines the amount and extent of payments that may be allowed, and, in the case of appeals, represents the interest of the City of Boston and the County of Suffolk before the Industrial Accident Board. The Board is also charged with performing physical examinations for applicants for employment. The total number of city and county employees covered by the act is approximately 18,500. It is estimated that in 1960 approximately 1,500 accident reports will be processed.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$40,629 50	\$40,473 41	\$40,500 00	\$42,960 00	\$42,101 00	
2—Contractual Services . . .	174 30	201 28	150 00	300 00	150 00	
3—Supplies & Materials . . .	432 43	396 52	400 00	500 00	400 00	
4—Current Charges & Oblig's	27 50	28 50	35 00	35 00	35 00	
TOTALS . . .	\$41,263 73	\$41,099 71	\$41,085 00	\$43,795 00	\$42,686 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAM

Investigation and determination of compensation allowances arising out of accidents to employees.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	\$42,101 00	\$150 00	\$400 00	\$35 00	\$42,686 00

Personal Services: Medical Director, Workmen's Compensation Agent, Senior Legal Assistant, 2 Principal Law Clerks and Investigators, Industrial Nurse, 2 Clerical Employees.

Contractual Services: Travel expenses, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$400.00.

Current Charges and Obligations: Subscriptions to Medical Journal and Wright & Potter Advance Sheets, \$35.00.

WORKMEN'S COMPENSATION

1-13-42

The Workmen's Compensation appropriation covers all payments to injured employees who sustained their injury in the course of their employment. These payments include workmen's compensation, dependents' payments, lump sum payments, hospital charges, physicians' fees, ambulance fees, medicines, etc.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation:						
Workmen's Compensation . . .	\$227,356 22	\$221,756 58	\$200,000 00	\$225,000 00	\$215,000 00	

CITY RECORD, PUBLICATION OF

1-13-61

The City Record Department edits and prepares the *City Record* for publication, accounts for revenues received, and supervises the distribution of the publication.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	Requested by Department	1960 Budget	Approved
					Recommended by Mayor	
Personal Services . . .	\$8,735 35	\$9,069 75	\$9,070 00	\$9,696 00	\$9,696 00	
Contractual Services . .	51,069 92	53,345 66	47,000 00	47,000 00	45,000 00	
Supplies & Materials . .	138 84	—	150 00	150 00	150 00	
Equipment	80 00	87 50	150 00	150 00	150 00	
TOTALS	\$60,024 11	\$62,502 91	\$56,370 00	\$56,996 00	\$54,996 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$23,000 00

C — PROGRAM

1. PUBLICATION OF CITY RECORD

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
2	\$9,696 00	\$45,000 00	\$150 00	\$150 00	\$54,996 00

Personal Services: Editor, Associate Editor.

Contractual Services: Printing, binding, mailing, and ruling, \$45,000.00.

Supplies and Materials: Office supplies, \$150.00.

Equipment: City Directory, \$85.00; library books, \$65.00.

PENSIONS AND ANNUITIES — CITY

1-13-74

Payments to retired officials and employees who were not members of the contributory pension systems are covered by this appropriation, as provided by special acts of the Legislature.

The expense applicable to the major city departments is given in the following tabulation:

Police Department	\$1,870,000 00
Fire Department	1,650,000 00
Public Works Department	885,000 00
Hospital Department	160,000 00
Parks and Recreation Department	146,000 00
Health Department	118,000 00
Administrative Services Department	72,000 00
Real Property Department	46,500 00
Assessing Department	50,000 00
Building Department	25,000 00
Auditing Department	31,800 00
Library Department	47,000 00
Veterans' Services Department	16,000 00
Welfare Department	24,500 00
Boston Traffic Department	19,500 00
All other departments	13,700 00
TOTAL	\$5,175,000 00

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	Requested by Department	1960 Budget		Approved
					Recommended by Mayor		
Special Appropriation: Pensions and Annuities	\$4,823,468 78	\$5,012,231 22	\$5,135,000 00	\$5,175,000 00	\$5,175,000 00		

SNOW REMOVAL

1-23-31

This appropriation provides for the purchase of sand and salt, and the sanding and salting of icy streets by district yard forces. It also includes the plowing and hauling of snow by contractors, under the supervision of the various district foremen; and also the cubic yard removal of snow by contractors in the various cubic yard contract areas.

The purchasing of snow loaders, blades, shovels, and repair parts for snow removal equipment is also included in this appropriation.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	Requested by Department	1960 Budget		Approved
					Recommended by Mayor		
Special Appropriation: Snow Removal	\$449,797 64	\$782,531 23	\$360,000 00	\$400,000 00	\$360,000 00		

RESERVE FUND

1-33-73

Under the provisions of the General Laws, chapter 40, section 5A, to provide for extraordinary or unforeseen expenditures, a city may, prior to the date when the tax rate for the year is fixed, appropriate a sum not exceeding 3 per cent of the tax levy for the preceding year to be known as a reserve fund. No direct drafts against this fund shall be made, but transfers from the fund may from time to time be voted by the City Council upon recommendation of the Mayor, and the City Auditor or Officer having similar duties shall make such transfers as are so voted.

A — BUDGET SUMMARY

Group	1957 Transfers	1958 Transfers	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Reserve Fund	\$150,000 00	\$150,000 00	\$150,000 00	\$150,000 00	\$150,000 00	

BOSTON REDEVELOPMENT AUTHORITY

1-06-31

The Authority was organized under chapter 121 of the General Laws. It has the sole responsibility for urban renewal projects in the city. Chapter 199, Acts of 1958, amended the law to permit cities to appropriate money for the purpose of aiding Redevelopment Authorities.

The entire cost of making studies, preparing plans and estimates for non-Federal projects is a local expenditure.

The proposed budget includes the cost of personnel and services ineligible for Federal financial participation.

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Application: Boston Redevelopment Authority	\$30,000 00	—	\$76,000 00	\$82,600 00	\$70,600 00	

COUNTY BUDGET

SUPPORTING DETAIL

REGISTRY OF DEEDS

4-01-65

The Registry of Deeds receives and records all deeds, mortgages, leases, agreements, and other written instruments pertaining to real estate in the cities of Boston, Chelsea, and Revere and the town of Winthrop. Copies are made of instruments received and index records maintained for public use.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$424,049 37	\$429,605 09	\$125,200 00	\$452,810 00	\$436,100 00	
2—Contractual Services . .	7,433 04	6,808 68	6,975 00	6,818 00	6,715 00	
3—Supplies & Materials . .	18,407 86	17,465 12	17,000 00	17,000 00	16,616 00	
4—Current Charges & Oblig's	731 30	662 35	751 00	3,233 00	3,233 00	
5—Equipment	266 50	326 98	300 00	2,899 00	2,899 00	
TOTALS	\$450,888 07	\$454,868 22	\$450,226 00	\$482,760 00	\$465,563 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$221,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services; operates switchboard and public coatroom; returns books to cases; and has custody of old records.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$60,000 00	\$575 00	\$700 00	\$104 00	\$299 00	\$61,678 00

Personal Services: Register of Deeds and a First Assistant, Executive Secretary, Head Clerk, 5 Clerical Employees, and Coatroom Attendant.

Contractual Services: Telephone service, \$200.00; servicing of office equipment, \$75.00; convention travel, \$300.00.

Supplies and Materials: Forms, cards, and stationery, \$700.00.

Current Charges and Obligations: Premium on surety bonds, \$79.00; dues, \$25.00.

Equipment: Library books, \$299.00.

2. RECEIVING, RECORDING, AND INDEXING INSTRUMENTS PERTAINING TO REAL ESTATE

Accepts for record a total of approximately 48,955 instruments, including deeds, mortgages, discharges, and miscellaneous instruments; entries are made in daily counter record and in grantor and grantee entry books; instruments are photostated and indexed. Yearly classified books and 10-year consolidation books are prepared.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
69	\$311,100 00	\$5,100 00	\$14,946 00	\$3,094 00	\$2,600 00	\$336,840 00

Personal Services: Performance under this program is divided among the following sections:

Counter Section: Assistant Register, 2 Head Clerks, Cashier, 4 Clerical Employees.

Entry Section: 14 Clerical Employees.

Photostat Section: Director, Supervisor, 4 Photo Recording Operators, and 4 Clerical Employees.

Book and Page Section: Head Clerk and 6 Clerical Employees.

Classified Index Section: Assistant Register and 12 Clerical Employees.

Consolidation Section: 14 Clerical Employees.

Microfilm Section: 2 Employees.

Plan Section: Head Clerk.

Contractual Service: Telephone service, \$1,100.00; copying plans, \$500.00; binding record books and indexes, \$3,500.00.
Supplies and Materials: Postage, \$70.00; forms, cards, and stationery, \$3,616.00; 300 rolls of microfilm and 250 rolls of photostat paper, \$11,230.00.
Current Charges and Obligations: Storage of microfilm rolls, \$481.00; premiums on surety bonds, \$40.00; dues, \$20.00; I.B.M. equipment rental, \$2,553.00.
Equipment: 2 rotary index files, \$2,600.00.

3. RECORDING, INDEXING, AND ISSUING CERTIFICATES OF TITLE PERTAINING TO REGISTERED LAND

Receives deeds from the Land Court, retains original instruments, and issues certificates of title guaranteed by the Commonwealth; prepares entry sheets; maintains index of certificates issued; keeps grantor and grantee index books. Approximately 11,105 instruments are recorded annually, including deeds, mortgages, discharges, and other instruments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
13	\$65,000 00	\$1,040 00	\$970 00	\$35 00	\$67,045 00

Personal Services: Technical Assistant, Assistant Register, and 11 Clerical Employees.
Contractual Services: Telephone service, \$800.00; binding of record books and indexes, \$240.00.
Supplies and Materials: Forms, cards, and stationery, \$970.00.
Current Charges and Obligations: Premiums on surety bonds, \$15.00; dues, \$20.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	10	\$60,000 00	\$575 00	\$700 00	\$104 00	\$299 00	\$61,678 00
Receiving, Recording, and Indexing Instruments Pertaining to Real Es- tate	69	311,100 00	5,100 00	14,946 00	3,094 00	2,600 00	336,840 00
Recording, Indexing, and Issuing Cer- tificates of Title Pertaining to Regis- tered Land	13	65,000 00	1,040 00	970 00	35 00	—	67,045 00
TOTALS	92	\$436,100 00	\$6,715 00	\$16,616 00	\$3,233 00	\$2,899 00	\$465,563 00

COURT HOUSE (CUSTODIAN)

4-01-82

The Suffolk County Court House provides court and office space for the county courts and municipal courts, and has offices for county agencies. The expenses of operating the court house are paid by the city, and a reimbursement approximately 30 per cent of the cost is received from the Commonwealth.

The two buildings comprising the court house contain 708,000 square feet of office space and 78,000 square feet of corridors and stairwells.

A—BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approv
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$516,078 76	\$541,455 64	\$547,000 00	\$597,784 00	\$566,000 00	
2—Contractual Services . . .	110,478 57	94,462 50	105,770 00	88,900 00	84,400 00	
3—Supplies & Materials . . .	59,980 97	52,974 63	52,980 00	53,957 00	49,359 00	
4—Current Charges & Oblig's . . .	—	—	1,859 00	750 00	750 00	
5—Equipment	2,689 29	2,890 21	4,500 00	8,790 00	1,440 00	
7—Structures & Improvements . . .	6,578 66	—	—	—	—	
TOTALS	\$695,806 25	\$691,782 98	\$712,109 00	\$750,181 00	\$701,949 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$210,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Compiles attendance records and payrolls, and requisitions and issues supplies. Operates telephone switchboard. Responsible for the internal security of court house buildings after normal working hours on Saturdays, Sundays, and holidays.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
19	\$77,500 00	\$17,230 00	\$274 00	\$750 00	\$95,754 00

Personal Services: Superintendent, 2 Assistant Superintendents, 3 Switchboard Operators, 1 Clerk, 9 Watchmen, 2 Matrons, 1 Storekeeper.
Contractual Services: Telephone service, \$12,500.00; servicing of office equipment, \$200.00; repairs (office furniture, steel cabinets, etc.) \$1,500.00; towel service, \$2,880.00; advertising, \$150.00.
Supplies and Materials: Forms, cards, postage, and stationery, \$274.00.
Current Charges and Obligations: Rental of chairs and sound equipment, \$750.00.

2. PROVIDING ILLUMINATION, HEAT, AND POWER

Operates and maintains all heating equipment in two buildings comprising the central court house. The heating plant consists of four 275-horsepower steam boilers and accessories. Provides illumination and power for all court house activities.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
14	\$62,088 00	\$42,790 00	\$33,000 00	\$137,878 00

Personal Services: Chief Power Plant Engineer, 5 Engineers, 8 Steam Firemen.
Contractual Services: Electricity and gas, \$42,790.00.
Supplies and Materials: 14,000 barrels No. 6 fuel oil, \$33,000.00.

3. CARE, OPERATION, AND MAINTENANCE OF PLANT AND EQUIPMENT

Maintenance and repair of the two court house buildings, and the servicing of the elevators, water, sanitary, heating, and electrical utilities installed therein.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
22	\$100,000 00	\$21,580 00	\$5,625 00	\$1,440 00	\$128,645 00

Personal Services: 22 Mechanics, including Plumbers, Electricians, Carpenters, Painters.

Contractual Services: Elevator maintenance, \$18,300.00; masonry and roof repairs, etc., \$1,000.00; repairing windows, glass, \$1,500.00; metal sash, \$500.00; lettering office doors, \$100.00; monthly inspection of fire alarm systems, \$180.00.

Supplies and Materials: Lumber and hardware, \$2,000.00; plumbing materials, \$650.00; paints, \$2,500.00; miscellaneous building supplies and materials, \$450.00; medical supplies, \$25.00.

Equipment: Filing cases, \$950.00; flags, \$144.00; polishing machine, \$346.00.

4. PROVIDING CLEANING, ELEVATOR, AND GENERAL BUILDING SERVICES

Provides personnel for daily cleaning of 786,000 square feet of corridors, stairways, offices, rest rooms, and incidental general services. Operation of 15 elevators during normal working hours, and 2 elevators on a stand-by status after normal working hours.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
91	\$326,412 00	\$2,800 00	\$10,460 00	\$339,672 00

Personal Services: Head Cleaner, 34 Cleaners, 36 Janitors, 2 Chief Elevator Operators, 18 Elevator Operators.

Contractual Services: Cleaning 1,700 windows, \$2,800.00.

Supplies and Materials: Toilet tissue and towels, paper cups, disinfectants, soap, mops, light bulbs, window shades, etc., \$8,000.00; gasoline, \$10.00; electrical supplies, \$1,750.00; grass seed and fertilizer, \$50.00; replacement of locks, keys, and door checks, \$300.00; automotive repair parts, \$50.00; sponges, \$300.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	19	\$77,500 00	\$17,230 00	\$274 00	\$750 00	—	\$95,754 00
Providing Illumination, Heat, and Power	14	62,088 00	42,790 00	33,000 00	—	—	137,878 00
Care, Operation, and Maintenance of Plant and Equipment	22	100,000 00	21,580 00	5,625 00	—	\$1,440 00	128,645 00
Providing Cleaning, Elevator, and Gen- eral Building Services	91	326,412 00	2,800 00	10,460 00	—	—	339,672 00
TOTALS	146	\$566,000 00	\$84,400 00	\$49,359 00	\$750 00	\$1,440 00	\$701,949 00

BUILDINGS DIVISION, REAL PROPERTY DEPARTMENT
(COUNTY BUILDINGS)
1-01-80 (1-01-84)

Certain of the expenses of the Buildings Division of the Real Property Department are chargeable to the county for the operation, maintenance, and care of seven buildings housing district courts and other county agencies. The items applicable to the county are included below, for disbursement by the Real Property Department.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$154,500 00	\$149,500 00	\$149,000 00	\$163,920 00	\$153,366 00	
2—Contractual Services . .	35,000 00	30,900 00	15,055 00	75,000 00	28,555 00	
3—Supplies & Materials . .	11,500 00	11,000 00	10,300 00	15,500 00	10,300 00	
4—Current Charges & Oblig's	600 00	200 00	200 00	1,000 00	200 00	
5—Equipment	700 00	—	—	1,200 00	300 00	
7—Structures & Improvements	9,000 00	—	—	15,000 00	—	
TOTALS	\$211,300 00	\$191,600 00	\$174,555 00	\$271,620 00	\$192,721 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAMS

1. CARE, OPERATION AND MAINTENANCE OF BUILDINGS HOUSING COUNTY ACTIVITIES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
39	\$153,366 00	\$28,555 00	\$10,300 00	\$200 00	\$300 00	\$192,721 00

Personal Services: Deputy Superintendent, 2 Steam Firemen, Mechanic, 6 Senior Building Custodians, 14 Junior Custodians, 15 Custodial Workers. Overtime allowance for services, Saturdays, Sundays, holidays, \$1,000.00.

Contractual Services: Electricity, \$7,000.00; gas, \$700.00; repair and servicing of equipment, \$300.00; repairs of buildings (carpentry, \$1,000.00; electrical, \$6,000.00; plumbing and steamfitting, \$7,000.00; miscellaneous repairs, \$6,000.00); allowance for use of privately owned vehicle, \$55.00; advertising, \$100.00; towel service, \$100.00; cleaning windows, \$100.00; exterminating, \$200.00.

Supplies and Materials: Coal, fuel oil, \$9,000.00; cleaning supplies, toilet tissues, disinfectants, miscellaneous custodial supplies, \$1,000.00; repair parts, nonautomotive, \$100.00; building supplies, \$100.00; miscellaneous, \$100.00.

Current Charges and Obligations: Rental of water coolers, \$100.00; rental of auto truck, \$100.00.

Equipment: Flags, Federal, State and City, \$300.00.

JAIL

4-08-11

The jail receives for custody all persons, male and female, who are committed by the various courts of Suffolk County, which comprises the City of Boston, Revere, Chelsea, and the town of Winthrop. Some of these persons are held at the jail in lieu of bail, pending their trial, while others, having been found guilty, are held to serve sentences imposed. Based on the experience of past years, it is estimated that the jail will have custody of 9,700 inmates and material witnesses during the year 1959. The average daily population is 254 persons.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	Requested by Department	1960 Budget	Approved
					Recommended by Mayor	
-Personal Services . . .	\$359,033 62	\$374,435 33	\$375,170 00	\$440,435 00	\$419,830 00	
-Contractual Services . . .	16,820 02	14,989 25	15,275 00	22,198 00	18,700 00	
-Supplies & Materials . . .	84,315 38	85,964 60	87,050 00	94,755 00	92,000 00	
-Current Charges & Oblig's . . .	1,259 67	1,011 25	1,000 00	1,107 00	1,000 00	
-Equipment	1,708 18	745 94	7,750 00	5,015 00	2,250 00	
-Structures & Improvements . . .	3,195 17	—	—	—	—	
TOTALS	\$466,332 04	\$477,146 37	\$486,245 00	\$563,510 00	\$533,780 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960	\$10,000 00
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of the jail. Provides clerical, stenographic, and financial services; maintains records and statistics of inmates. Processes all personnel actions, audits attendance reports, and prepares payrolls. Preparation of budget and control of expenditures. Requisitions supplies and materials. Provides for the spiritual needs of inmates.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
12	\$58,071 00	\$3,000 00	\$1,950 00	\$1,000 00	\$250 00	\$64,271 00

Personal Services: Performance under this program is divided among the following sections:

Administrative: Sheriff, Deputy Jailer.

General Services: Assistant Deputy Jailer, Head Clerk, Assistant Chief Officer, 2 Jail Officers and Clerks, 2 Clerical Employees, 3 Chaplains.

Contractual Services: Telephone service, \$2,600.00; repairs and servicing of equipment, \$100.00; attendance at convention, \$300.00.

Supplies and Materials: Postage, \$100.00; stationery, \$1,600.00; decorations, \$250.00.

Current Charges and Obligations: Rental of water coolers, \$180.00; association dues, \$27.00; premiums on surety bonds, \$550.00; gratuities for discharged inmates, \$243.00.

Equipment: Library books, \$15.00; office furniture, \$235.00.

2. PLANT OPERATION, MAINTENANCE AND REPAIR

Operates the plant and supervises the routine maintenance and repair of the utilities systems; also exterior repair of the seven buildings which comprise the jail. Operates and maintains three 108-horsepower boilers.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
9	\$45,925 00	\$13,625	\$23,500 00	\$83,050 00

Personal Services: Chief Power Plant Engineer, 3 Engineers, 3 Steam Firemen, Jail Officer-Electrician, Jail Officer-Mechanic.

Contractual Services: Electricity, \$6,300.00; repairs: electrical, \$500.00; plumbing and steamfitting, \$300.00; buildings and structures, \$5,200.00; repairs and servicing of equipment, \$500.00; extermination service, \$325.00; window cleaning, \$500.00.

Supplies and Materials: 1,400 tons of coal, \$19,000.00; boiler room supplies, \$600.00; painting supplies, \$1,500.00; building supplies and materials, \$1,200.00; electrical repair parts and materials, \$1,000.00; tools and instruments, \$150.00; rock salt, \$50.00.

Jail — Continued

3. PLANNING AND PREPARING MEALS FOR INMATES

Planning menus and preparing 278,310 meals a year; supervision of persons engaged in receiving foodstuffs and serving meals.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
2	\$15,686 00	\$1,200 00	\$50,000 00	\$2,000 00	\$68,886 00

Personal Services: Assistant Chief Officer and Steward, Jail Officer and Storekeeper.

Contractual Services: Gas, fuel, \$1,200.00.

Supplies and Materials: Food supplies, \$50,000.00.

Equipment: Kitchen equipment, \$2,000.00.

4. GUARDING AND CARE OF PRISONERS

Responsible for the security of inmates; supervision of inmates assigned to jail maintenance projects; fingerprinting and photographing, escorting inmates to various courts for trial and disposition, and other related work.

Provides medical and dental care, including mandatory physical examination upon commitment. Custody of drugs, medical supplies, and equipment. Compilation of medical records and preparation of required medical reports. Inspection of food and quarters.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
64	\$300,148 00	\$875 00	\$16,550 00	\$317,573 00

Personal Services: Performance under this program is divided among the following sections:

Security Division: Chief Officer, 5 Assistant Chief Officers, 40 Jail Officers, Chief Matron, 13 Matrons.

Medical Division: Physician, Dentist, Assistant Chief Officer-Hospital, Nurse (Female).

Temporary Employees: \$170.00. Overtime allowance, \$11,000.00 for services required on holidays, emergencies and authorized absences.

Contractual Services: Repair and servicing automotive equipment, \$500.00; hospital treatment of employees and inmates, \$100.00; making of inmates' uniforms, jackets, pants, \$127.00; inspection of fire alarm system, \$48.00; cleaning of uniforms, \$100.00.

Supplies and Materials: Automotive supplies and materials, \$500.00; laundry, cleaning and custodial supplies, \$4,100.00; replacement of dishware, cutlery, and kitchen utensils, \$500.00; blankets, sheets, and towels, \$3,700.00; medical, dental, and hospital supplies, \$4,000.00; wear apparel, \$3,275.00; ammunition, \$300.00; refills for fire extinguishers, \$25.00; flame proof liquid, \$150.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services .	12	\$58,071 00	\$3,000 00	\$1,950 00	\$1,000 00	\$250 00	\$64,271 00
2. Plant Operation, Maintenance and Repair	9	45,925 00	13,625 00	23,500 00	—	—	83,050 00
3. Planning and Preparing Meals for Inmates	2	15,686 00	1,200 00	50,000 00	—	2,000 00	68,886 00
4. Guarding and Care of Prisoners . . .	64	300,148 00	875 00	16,550 00	—	—	317,573 00
TOTALS	87	\$419,830 00	\$18,700 00	\$92,000 00	\$1,000 00	\$2,250 00	\$533,780 00

CENTRAL OFFICE, PENAL INSTITUTIONS DEPARTMENT

4-08-12

The Central Office in Boston is responsible for the operation and administration of the Suffolk County House of Correction at Deer Island, which is part of Boston. The Penal Institutions Commissioner is responsible for the paroling inmates from both the House of Correction and the Suffolk County Jail.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$84,711 75	\$86,435 55	\$84,846 00	\$80,198 00	\$71,540 00	
-Contractual Services . . .	715 03	522 92	570 00	917 00	417 00	
-Supplies & Materials . . .	674 35	992 00	900 00	1,250 00	700 00	
-Current Charges & Oblig's . . .	46 50	48 00	48 00	74 00	59 00	
-Equipment	—	360 96				
TOTALS	\$86,147 63	\$88,359 43	\$86,364 00	\$82,439 00	\$72,716 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative direction and control of departmental activities, and maintains general financial and clerical records of the department.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	\$26,000 00	\$100 00	\$700 00	\$59 00	\$26,859 00

Personal Services: Commissioner, Deputy Commissioner, 1 Head Clerk, 3 Clerical Employees.

Contractual Services: Travel expenses, \$100.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$700.00.

Current Charges and Obligations: Licenses, \$3.00; association dues, \$46.00; premium on surety bond, \$10.00.

2. SUPERVISION OF PAROLEES

Assists the Commissioner during his weekly interviews of inmates at the House of Correction and County Jail and carries out his directions relative to these inmates; advises counsel and interested persons as to the status of inmates and procedures relative to parole and other related matters; keeps records of inmates at the House of Correction and County Jail, and supervises parolees of both institutions. There is an average of 1,725 inmates paroled yearly.

Personal Services No.	Amount	Contractual Services	Total
8	\$45,540 00	\$317 00	\$45,857 00

Personal Services: Executive Secretary, 4 Parole Agents, 2 Social Workers, Principal Clerk.

Contractual Services: Printing and binding of records, \$17.00, travel expenses, \$300.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
Administrative and General Services	6	\$26,000 00	\$100 00	\$700 00	\$59 00	\$26,859 00
Supervision of Parolees	8	45,540 00	317 00	—	—	45,857 00
TOTALS	14	\$71,540 00	\$417 00	\$700 00	\$59 00	\$72,716 00

HOUSE OF CORRECTION, PENAL INSTITUTIONS DEPARTMENT

4-08-13

The Suffolk County House of Correction is located at Deer Island, which is part of Boston, adjacent to Winthrop, Mass., and covers about 37 acres. It comprises 26 buildings which consist of shops, living quarters, piggery, commissary and storehouse, poultry houses, slaughter and refrigeration houses, stock barn and silos, administration building, garage and 1 cell building containing 500 cells, another containing 360 cells, with kitchen, dining cafeteria, chapels, library and auditorium, an isolation building and a kitchen and dining hall for personnel. The average daily population is about 600 inmates.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$550,989 61	\$585,199 11	\$584,000 00	\$704,943 00	\$621,000 00	
2—Contractual Services . . .	35,812 23	40,036 31	38,650 00	54,605 00	35,350 00	
3—Supplies & Materials . . .	414,302 64	415,409 84	416,500 00	496,117 00	394,300 00	
4—Current Charges & Oblig's . . .	7,485 23	7,064 30	7,200 00	7,141 00	7,141 00	
5—Equipment	8,416 64	3,334 59	8,500 00	31,025 00	10,800 00	
7—Structures & Improvements . . .	33,377 00	4,044 85	—	—	—	
TOTALS	\$1,050,383 35	\$1,055,089 00	\$1,054,850 00	\$1,293,831 00	\$1,068,591 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$5,585 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for the administration and direction of the institution and discipline of its inmates. Maintains vital records of inmates, and has custody of inmates' cash. Processes all business procedures, such as budget preparation and control, personnel, and all financial records. Provides recreational, educational, and religious services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
12	\$42,400 00	\$7,280 00	\$1,800 00	\$30 00	\$51,510 00

Personal Services: Master, 2 Head Administrative Clerks, Principal Clerk, 1 Clerk, School Teacher, Motion Picture Operator, 3 Chaplains, and 2 Organists.
Temporary Employees, \$100.00.
Overtime, \$300.00.

Contractual Service: Telephone service, \$4,500.00; servicing of equipment, \$50.00; travel expenses, \$600.00; photographing of prisoners, \$1,900.00; advertising, \$30.00; honorarium for Mission and Retreat, \$200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,800.

Current Charges and Obligations: Premium on surety bonds, \$30.00.

2. GUARDING AND CARE OF INMATES

Responsible for the security, training, and discipline of the inmate population. Provides medical and dental care and maintains 20-bed hospital for inmates.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
92	\$450,300 00	\$2,245 00	\$60,100 00	\$150 00	\$513,095 00

Personal Services: 5 Deputy Masters, 1 Assistant Deputy Master, Correction Officer and Receiver, 80 Correction Officers, Medical Director, Dentist, and 3 Hospital Supervisors.
Temporary Employees, \$300.00.
Overtime, \$15,000.

Contractual Services: Travel expense, \$250.00; professional medical and surgical services, \$1,995.00.

Supplies and Materials: Cleaning and custodial supplies, \$8,000; household supplies, \$12,000; medicine and drugs, \$11,000.00; clothing, \$28,000.00; postage, cards, stationery, \$500.00, garden and churches, \$600.00.

Current Charges and Obligations: Gratuities to indigent inmates, \$450.00.

3. RECEIVING AND PREPARING OF FOOD

Responsible for the requisitioning, receiving, distribution, cooking, and serving of approximately 840,000 meals per year.

Personal Services No.	Amount	Supplies Materials	Total
6	\$31,000 00	\$205,000 00	\$236,000 00

Personal Services: Correction Officer and Steward, 3 Correction Officers and Cooks, 2 Correction Officers and Bakers.
Supplies and Materials: Food and beverages, \$205,000.

4. PLANT OPERATION AND MAINTENANCE

Maintains and supervises the proper functioning of the power plant for supplying heat and hot water to all buildings on the island, as well as supplying steam used for cooking in the kitchen. Repairs and maintains all buildings; repairs and services all machines and rolling stock.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
11	\$57,100 00	\$24,025 00	\$119,000 00	\$6,636 00	\$10,800 00	\$217,561 00

Personal Services: Chief Engineer, Assistant Engineer (Second Class), 3 Steam Firemen, Correction Officer and Electrician, 2 Correction Officers and Carpenters, Correction Officer and Painter, Correction Officer and Motor Equipment Repairman.
 Temporary Employees, \$600.00.
 Overtime, \$2,500.00.

Contractual Services: Electricity, \$19,000.00; gas fuel, \$1,000; repairs to buildings, \$2,000.00; servicing of equipment, \$1,950.00 (automotive, \$1,100.00; machinery and tools, \$450.00; kitchen equipment, \$400.00); cleaning, \$75.00.

Supplies and Materials: Automotive supplies, \$5,000.00; heating supplies, \$63,000.00; miscellaneous supplies and materials, \$51,000.00 (building supplies and materials, \$35,000.00; general operating supplies, \$5,000.00; nonautomotive supplies, \$3,000.00; public works supplies, \$4,000.00; tools and instruments, \$4,000.00).

Current Charges and Obligations: Annual charge for water, town of Winthrop, \$6,600.00; motor vehicle registrations, \$36.00.

Equipment: Electrical and mechanical equipment, \$400.00; household equipment, \$900.00; miscellaneous equipment, \$200.00; automotive equipment, \$4,000.00; laundry machinery, \$5,300.00.

5. OPERATION OF INDUSTRIES

Supervises and directs the activities in three major industries which supply the needs of the institution for shoes, bedding, clothing, dairy, poultry, and pork products. These industries sell clothing to other prisons and poultry and chickens to city institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	\$40,200 00	\$1,800 00	\$11,000 00	\$25 00	\$51,478 00

Personal Services: Industries Supervisor, Correction Officer and Shoemaking Instructor, 2 Correction Officers and Clothing Cutters, 2 Correction Officers and Herdsmen, Correction Officer and Assistant Herdsman, Correction Officer and Poultryman.
 Overtime, \$200.00.

Contractual Services: Miscellaneous animal care, \$300.00; repairs of inmates' shoes, \$1,500.00.

Supplies and Materials: Agriculture supplies, \$8,400.00.

Current Charges and Obligations: Dues and subscriptions, \$25.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	12	\$42,400 00	\$7,280 00	\$1,800 00	\$30 00	—	\$51,510 00
2. Guarding and Care of Inmates	92	450,300 00	2,245 00	60,100 00	450 00	—	513,095 00
3. Receiving and Preparing of Food	6	31,000 00	—	205,000 00	—	—	236,000 00
4. Plant Operation and Maintenance	11	57,100 00	24,025 00	119,000 00	6,636 00	\$10,800 00	217,561 00
5. Operation of Industries	8	40,200 00	1,800 00	8,400 00	25 00	—	50,425 00
TOTALS	129	\$621,000 00	\$35,350 00	\$394,300 00	\$7,141 00	\$10,800 00	\$1,068,591 00

MIDDLESEX COUNTY TRAINING SCHOOL

4-08-14

Youngsters who are adjudged habitual truants by the Boston Courts and other offenders against the school attendance laws are committed to the Middlesex County Training School for disciplinary training and instruction, as provided by the General Laws. An average of 32 boys per year are sent to this institution.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	Requested by Department	1960 Budget		Approved
					Recommended by Mayor		
Special Appropriations:							
Middlesex County Training School	\$90,000 00	\$83,327 27	\$84,000 00	\$90,000 00	\$75,000 00		

C — PROGRAM

Board and care of truants, based on an average of 32 boys and charge of \$48.00 per week .	\$75,000 00
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SUPREME JUDICIAL COURT

4-12-11

The Supreme Judicial Court is a state court which hears appeals from decisions of the Superior Court in civil and criminal cases. The salaries of the justices are paid by the Commonwealth, and the expenses of the Clerk of the Suffolk County sessions of the court are borne by the county.

The Clerk of the Supreme Judicial Court for Suffolk County attends sessions of the court, records proceedings, and has the care and custody of all records, books, and papers which are filed in his office. He issues orders of notices, writs, and subpoenas, furnishes certified copies of documents, and keeps a roll of attorneys for the entire state.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$90,067 13	\$88,566 09	\$93,280 00	\$96,044 00	\$94,123 00	
—Contractual Services . .	3,426 63	2,895 23	7,150 00	4,250 00	3,220 00	
—Supplies & Materials . .	1,264 35	1,100 58	1,495 00	2,495 00	2,220 00	
—Current Charges & Oblig's	103 50	91 50	100 00	80 00	80 00	
—Equipment	219 50	623 96	300 00	300 00	300 00	
TOTALS	\$95,081 11	\$93,277 36	\$102,325 00	\$103,169 00	\$99,943 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$1,800 00

C — PROGRAM

1. MAINTENANCE OF COURT RECORDS AND ORDER AND DECORUM IN SESSIONS OF THE COURT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
16	\$94,123 00	\$3,220 00	\$2,220 00	\$80 00	\$300 00	\$99,943 00

Personal Services: Clerk of Court and 2 Assistants, 5 Court Officers, Head Clerk, and 7 Clerical Employees.

Contractual Services: Telephone service, \$120.00; master's and auditor's fees, \$3,000.00; servicing of equipment, \$75.00; cleaning, \$25.00.

Supplies and Materials: Postage, \$100.00; cards, forms, and stationery, \$1,100.00; bottled water, \$20.00; microfilm supplies, \$1,000.00.

Current Charges and Obligations: Premiums on surety bonds, \$80.00.

Equipment: Library books, \$300.00.

SUPERIOR COURT, GENERAL EXPENSES

4-12-12

The Superior Court is a state court consisting of a Chief Justice and 37 Associate Justices who are paid by the Commonwealth of Massachusetts. In Suffolk County the court sits daily in 10 civil jury, 3 civil, without jury, 3 criminal motion, 2 pretrial, and 1 assignment sessions.

The expenses of providing stenographic and confidential messenger service for the Suffolk County sessions of the court are borne by the City of Boston.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approve
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$95,553 06	\$96,889 81	\$111,000 00	\$118,337 00	\$115,968 00	
2—Contractual Services . . .	1,041 73	1,089 62	1,480 00	1,930 00	1,480 00	
3—Supplies & Materials . . .	2,045 67	1,962 05	3,235 00	2,535 00	2,235 00	
5—Equipment	4,083 50	4,246 90	4,360 00	4,900 00	3,500 00	
TOTALS	\$102,723 96	\$104,188 38	\$119,075 00	\$127,702 00	\$123,183 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAM

1. PROVIDING STENOGRAPHIC, CLERICAL AND MESSENGER SERVICES FOR THE COURT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
19	\$115,968 00	\$1,480 00	\$2,235 00	\$3,500 00	\$123,183 00

Personal Services: 12 Court Stenographers, Messenger and Clerical Assistant, Assistant Messenger, 5 Clerical Employees.

Contractual Services: Telephone service, \$1,100.00; servicing of office machines, \$50.00; religious services, \$30.00; printing and binding \$300.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,200.00; wrapping paper and twine, \$35.00.

Equipment: Library books, \$3,500.00.

CLERK'S OFFICE, SUPERIOR COURT, CIVIL SESSION

4-12-13

The Clerk of the Court attends all sessions of the court; plans, controls, directs and supervises the issuance, recording, docketing, and indexing of legal processes; has official custody of court records; keeps accounts of revenues collected; and issues summonses to witnesses.

A — BUDGET SUMMARY

Group	1957	1958	1959	1960 Budget		Approved
	Expenditures	Expenditures	Appropriations	Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$489,613 48	\$535,799 53	\$540,000 00	\$583,506 00	\$538,600 00	
2—Contractual Services . . .	448,234 69	474,314 08	394,500 00	394,500 00	326,500 00	
3—Supplies & Materials . . .	18,320 03	18,404 23	18,000 00	20,000 00	18,000 00	
4—Current Charges & Oblig's	263 95	322 78	273 00	318 00	318 00	
5—Equipment	1,569 10	1,397 00	1,800 00	2,232 00	832 00	
TOTALS	\$958,001 25	\$1,030,237 62	\$954,573 00	\$1,000,556 00	\$884,250 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$81,200 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services. Receives and enters all cases of the court, collects and accounts for fees, and prepares statistics of court activities. This section prepares the budget, compiles the payrolls and requisitions, and issues supplies for the civil sessions of the court. Prepares and distributes trial lists in all law cases; docket all papers filed; prepares cases for trial, enters judgments and executions; records defaults; issues writs, precepts, notices, and depositions; arranges printing on cases appealed to the Supreme Judicial Court; and maintains indexes of court activity. Approximately 10,724 cases are entered annually. Issues all equity processes, restraining orders, and notices; records and docket equity cases and papers filed; prepares daily motion list and notices relative to actions in motion session. Annually about 1,354 cases are entered, and 21,050 motions dealt with, 3,100 cases remanded to District Courts; Law Docket entries, 162,489.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
99	\$382,600 00	\$4,500 00	\$10,000 00	\$137 50	\$397,237 50

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Clerk of Court, Executive Secretary.

General Services: Head Clerk, 20 Clerical Employees.

Law Division: Head Clerk, 62 Clerical Employees.

Equity Division: Head Clerk, 12 Clerical Employees.

Contractual Services: Telephone service, \$4,300.00; servicing of office equipment, \$200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$10,000.00.

Current Charges and Obligations: Premium on surety bond, \$37.50; rental of postal machine, \$100.00.

2. CONDUCT AND RECORD PROCEEDINGS OF COURT

Act as clerks in a session of a court upon assignment and keep a record of its proceedings; make tabular reports of the work of the court; and advise counsel, defendants, and the public relative to court practices, procedures, and the status of cases.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
18	\$156,000 00	\$322,000 00	\$8,000 00	\$180 50	\$832 00	\$487,012 50

Personal Services: First Assistant Clerk, Equity Clerk, 16 Assistant Clerks.

Contractual Services: Masters' and auditor's services, \$45,000.00; stenographic services, \$6,000.00; printing and binding, \$1,000.00; jurors' compensation and expenses, \$267,000.00.

Supplies and Materials: Postage, cards, forms, and stationery, \$8,000.00.

Current Charges and Obligations: Premium on surety bonds, \$180.50.

Equipment: Library books, \$832.00.

Clerk's Office, Superior Court, Civil Session — Continued

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services .	99	\$382,600 00	\$4,500 00	\$10,000 00	\$137 50	—	\$397,237 50
2. Conduct and Record Proceedings of Court	18	156,000 00	322,000 00	8,000 00	180 50	\$832 00	487,012 50
TOTALS	117	\$538,600 00	\$326,500 00	\$18,000 00	\$318 00	\$832 00	\$884,250 00

CRIMINAL SESSION, SUPERIOR COURT

4-12-14

The expenses of the Clerk of the Superior Criminal Court and the cost of certain activities of the District Attorney are provided for in this appropriation.

The Clerk of the Court attends all sessions of the court; issues records; indexes and docketts all legal process; advises counsel, defendants, and the public; and issues summonses to witnesses.

The District Attorney and permanent assistants are employees of the Commonwealth. The county provides special assistant district attorneys and office personnel who handle the preparation of indictments, the writing of briefs, the rendition of persons under indictment, and various investigation services.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$384,686 98	\$404,994 82	\$415,000 00	\$452,928 00	\$438,060 00	
—Contractual Services . . .	298,885 98	285,606 72	285,250 00	295,150 00	267,350 00	
—Supplies & Materials . . .	10,688 21	11,904 52	9,040 00	9,110 00	9,040 00	
—Current Charges & Oblig's	240 00	111 50	155 00	225 00	225 00	
—Equipment	2,058 65	2,259 82	3,000 00	3,600 00	2,000 00	
TOTALS	\$696,559 82	\$704,877 38	\$712,445 00	\$761,013 00	\$716,675 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$250 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, financial services. Prepares and indexes various lists and docketts, receives fees, fines, court costs, and bail. Prepares daily trial list, daily police officers' list. Completes court records of all procedures and disposition of all cases; and keeps statistics relating to the number of offences and their disposition.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
31	\$152,307 00	\$7,225 00	\$5,140 00	\$55 00	\$300 00	\$165,027 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Clerk of Court, First Assistant Clerk, Executive Secretary.

General Services Section: Head Clerk, Interpreter, 17 Clerical Employees.

Trial List and Commitments: Head Clerk, 2 Principal Clerks.

Docketts and Statistics: Head Clerk, 2 Clerical Employees.

Witness Room: Head Clerk, 2 Principal Clerks.

Contractual Services: Telephone service, \$200.00; servicing of office equipment, \$25.00; printing bills of exception and appeal, \$7,000.00.

Supplies and Materials: Cheesecloth, \$30.00; postage, forms, cards and stationery, \$5,100.00; twine, chalk, and wrapping paper, \$10.00.

Current Charges and Obligations: Premium on surety bond, \$55.00.

Equipment: Library books, \$300.00.

2. CONDUCT AND RECORD PROCEEDINGS OF COURT

Act as clerks in a session of a court upon assignment, and keep a record of its proceedings; make tabular reports of the work of the court; advise counsel, defendants, and the public relative to court practices, procedures, and the status of cases.

Personal Services No.	Amount	Contractual Services	Current Charges	Total
13	\$111,150 00	\$195,700 00	\$120 00	\$306,970 00

Personal Services: 13 Assistant Clerks of Court.

Contractual Services: Transportation of jurors and prisoners, \$3,400.00; experts, attorneys, and stenographers, \$7,200.00; jurors' compensation and expenses, \$116,100.00; transcripts of evidence, \$6,000.00; witness fees, \$60,000.00; services of venires, \$2,000.00; jury lockup, \$1,000.00.

Current Charges and Obligations: Premium on surety bonds, \$120.00.

Criminal Session, Superior Court — Continued

3. PREPARATION OF CASES FOR PROSECUTION

Assists in the preparation of cases for prosecution, prepares briefs, draws indictments resulting from Grand Jury action, and conducts special investigations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
36	\$174,603 00	\$64,425 00	\$3,900 00	\$50 00	\$1,700 00	\$244,678 00

Personal Services: Secretary and Chief Clerk, Chief Stenographer and Indictment Clerk, Head Administrative Clerk, 14 Legal Aides, and Clerical Employees.

Contractual Services: Telephone service, \$8,600.00; servicing of office equipment, \$25.00; transportation, rendition of prisoners and investigation of cases, \$23,000.00; board and room for witnesses, \$300.00; hire of experts, \$30,000.00; printing briefs, \$2,500.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,900.00.

Current Charges and Obligations: Subscriptions, \$50.00.

Equipment: Library books, \$1,700.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	31	\$152,307 00	\$7,225 00	\$5,140 00	\$55 00	\$300 00	\$165,027
2. Conduct and Record Proceedings of Court	13	111,150 00	195,700 00	—	120 00	—	306,970
3. Preparation of Cases for Prosecution	36	174,603 00	64,425 00	3,900 00	50 00	1,700 00	244,678
TOTALS	80	\$438,060 00	\$267,350 00	\$9,040 00	\$225 00	\$2,000 00	\$716,675

MUNICIPAL COURT, CITY OF BOSTON

4-12-15

The Municipal Court of the City of Boston, downtown, has jurisdiction over an area of approximately 4.8 square miles, containing a population of over 100,000 persons. It has original jurisdiction over all crimes committed in the area except felonies which carry a penalty of five years or more in State Prison. Its civil jurisdiction embraces all of Suffolk County.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$884,317 51	\$892,155 85	\$909,558 00	\$980,180 00	\$931,477 00	
Contractual Services . .	28,018 03	28,261 11	29,700 00	38,800 00	37,700 00	
Supplies & Materials . .	37,283 35	42,457 50	38,060 00	41,755 00	37,660 00	
Current Charges & Oblig's	693 79	842 02	1,075 00	1,430 00	1,280 00	
Equipment	1,156 50	5,446 14	2,800 00	3,150 00	800 00	
TOTALS	\$951,469 18	\$969,162 62	\$981,193 00	\$1,065,315 00	\$1,008,917 00	

B — DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1960 \$401,150 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Supervises and is responsible for the proper administration of the court; determines legal issues in the various proceedings before the court and sentences convicted defendants to penal institutions or places them on probation. Opens and attends criminal and civil sessions of the court; maintains order and decorum in the court and assists in the commitment of prisoners. Makes mental and physical examinations of individuals referred by probation officers, or the courts, and observes the mental and physical conditions of prisoners in the dock.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
35	\$258,991 00	\$1,450 00	\$1,235 00	\$75 00	\$540 00	\$262,291 00

Personal Services: Performance under this program is divided among the following sections:

Justice Section: Chief Justice, 8 Associate Judges, Secretary to the Justices, Assistant Secretary to the Justices, 6 Special Justices.

Court Office Section: 2 Chief Court Officers, Assistant Chief Court Officer, 12 Court Officers, 2 Van Drivers.

Medical Section: Medical Director.

Temporary Employees: Van Driver for 8 weeks; Medical Director, Gr. 28 for one month, \$1,126.00.

Contractual Services: Telephone service, \$1,000.00; servicing of automotive equipment, \$300.00; laundry service, \$50.00; binding of law books and dockets, \$100.00.

Supplies and Materials: Automotive supplies and materials, \$500.00; household supplies and materials, \$10.00; medicine and drugs, \$125.00; postage, forms, cards, and stationery, \$600.00.

Current Charges and Obligations: Premiums on fidelity, surety, and forgery bonds, \$50.00; dues and subscriptions, \$25.00.

Equipment: Library books, \$450.00; medical and hospital equipment, \$90.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Maintains a record of all criminal cases; prepares summonses and warrants; receives automobile parking violations from the Police Department; handles fines and bail deposits; answers inquiries regarding court procedures and the status of cases; records the disposition of cases; is custodian of court records and files; prepares reports for the Supreme Court and Registry of Motor Vehicles; and processes general correspondence. Approximately 51,586 criminal cases are entered annually and 290,170 automobile parking violations; automobile fines collected total \$314,204.00. Receives, docket, and files 22,000 entries of civil cases, 1,200 small claims, and 1,300 supplementary processes; receives pleadings; issues summonses, capias, default nonsuit, and other notices; and records findings in 2,700 trials, 4,400 motions, 15,000 judgments, 100 attachment applications, 2,000 removals, and trial of 1,600 cases transferred from Superior Court. This office receives all court fees in civil cases, collects statistics, and prepares an annual report.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
69	\$392,400 00	\$30,025 00	\$32,925 00	\$675 00	\$160 00	\$456,185 00

Municipal Court, City of Boston — Continued

Personal Services: Performance under this program is divided among the following sections:

Criminal Division:

Administrative Section: Clerk of Court, Executive Secretary.

General Services Section: First Assistant Clerk, Assistant Clerk, 2 Clerical Employees.

Pleading and Docket Rooms: 6 Assistant Clerks, Head Clerk, 3 Clerical Employees.

Parking Tag Room: Assistant Clerk, Head Clerk, 13 Clerical Employees.

Temporary Employees: Clerical Employees for vacations, \$1,400.00.

Civil Division:

Administrative Section: Clerk of Court, First Assistant Clerk, Executive Secretary.

General Services Section: 2 Assistant Clerks, 3 Deputy Assistant Clerks, Head Clerk, 13 Clerical Employees.

Trials Section: 8 Assistant Clerks, 2 Deputy Assistant Clerks, 2 Clerical Employees.

Supplementary Process and Small Claims Section: Assistant Clerk, 2 Deputy Assistant Clerks, Clerical Employee.

Contractual Services: Telephone service, \$4,500.00; servicing of office equipment, \$475.00; transportation of court officers and prisoners, \$200.00; advertising, \$50.00; interpreters, \$25.00; binding of law books and dockets, \$1,500.00; witness fees, \$23,275.00.

Supplies and Materials: Household supplies and materials, \$25.00; postage, forms, cards, and stationery, \$32,900.00.

Current Charges and Obligations: Meter mailing rentals, \$375.00; premiums on fidelity, surety, and forgery bonds, \$300.00.

Equipment: Library books, \$160.00.

3. SUPERVISION OF PROBATIONERS

Interviews complainants and defendants in domestic relations cases and reports to the justice; interviews and releases or holds for court persons arrested for drunkenness; answers inquiries regarding probation matters; makes special investigations as directed; and has general supervision of individuals placed on probation. This department collects and disburses monies received in nonsupport cases and furnishes telephone service for all sections of Municipal Court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
48	\$280,086 00	\$6,225 00	\$3,500 00	\$530 00	\$100 00	\$290,441 00

Personal Services: Chief Probation Officer, First Assistant Probation Officer, Second Assistant Probation Officer, 2 Deputies, 23 Probation Officers, Investigator, 2 Head Clerks, Switchboard Operator, 16 Clerical Employees.

Contractual Services: Telephone service, \$3,000.00; servicing of office equipment, \$25.00; transportation of probation officers and prisoners, \$3,200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,500.00.

Current Charges and Obligations: Temporary aid for dependents, \$175.00; dues and subscriptions, \$25.00; premiums on fidelity, surety, and forgery bonds, \$330.00.

Equipment: Library books, \$100.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	35	\$258,991 00	\$1,450 00	\$1,235 00	\$75 00	\$540 00	\$262,291
2. Maintenance of General Court Activities and Records	69	392,400 00	30,025 00	32,925 00	675 00	160 00	456,185
3. Supervision of Probation	48	280,086 00	6,225 00	3,500 00	530 00	100 00	290,441
TOTALS	152	\$931,477 00	\$37,700 00	\$37,660 00	\$1,280 00	\$800 00	\$1,008,917

BOSTON JUVENILE COURT

4-12-16

The Boston Juvenile Court has jurisdiction within the same territorial limits as the Boston Municipal Court over neglected, delinquent, and wayward children. It also has concurrent jurisdiction, with the Boston Municipal Court, over all adults who commit offences contributing to the delinquency of children under the age of seventeen, and hears and determines all cases against parents and guardians for neglect of minor children and for failure to have children attend school.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$105,427 89	\$113,097 63	\$113,500 00	\$136,850 00	\$127,310 00	
Contractual Services . .	6,593 70	7,773 39	6,875 00	8,535 00	6,850 00	
Supplies & Materials . .	1,773 22	979 34	1,000 00	1,600 00	1,000 00	
Current Charges & Oblig's	274 25	313 00	334 00	375 00	375 00	
Equipment	282 63	667 41	754 00	868 00	236 00	
TOTALS	\$114,351 69	\$122,830 77	\$122,463 00	\$148,228 00	\$135,771 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1960 \$100 00

C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

The Justice hears cases brought before the court and directs the administration and probationary work of the court. It is estimated there will be 1,000 cases heard in 1960, and these cases will involve a total of 4,000 judicial determinations, which are decisions and orders involving surrenders, continuances, change of custody, etc.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
2	\$18,922 00	\$2,460 00	\$75 00	\$30 00	\$156 00	\$21,643 00

Personal Services: Justice, Court Officer, 2 Special Justices for simultaneous sessions and vacation supply, \$2,972.00.
Contractual Services: Telephone service, \$160.00; attendance of justice at conferences, \$500.00; witness fees, \$1,800.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$75.00.
Current Charges and Obligations: Dues and subscriptions, \$25.00; premium on surety bond, \$5.00.
Equipment: Library books, \$156.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Deals with the granting and hearing of all complaints; determines executive and personnel policies; prepares daily court calendars and dockets; and performs other administrative functions. Transcribes and records proceedings; prepares budget estimates; compiles personnel records and statistical reports; requisitions and issues supplies and materials; and distributes information relative to the business of the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$26,028 00	\$560 00	\$350 00	\$73 00	\$27,011 00

Personal Services: Clerk, Assistant Clerk, Head Clerk, Head Statistical Clerk, vacation supply, \$806.00.
Contractual Services: Telephone service, \$10.00; binding of law books and dockets, \$550.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$350.00.
Current Charges and Obligations: Dues and subscriptions, \$25.00; premium on surety bond, \$48.00.

Boston Juvenile Court — Continued

3. SUPERVISION OF PROBATIONERS

Attends court sessions; interviews children, parents, and others concerned in juvenile cases; investigates, supervises and visits probationers as ordered by the court; and makes permanent record of all its findings. It is estimated that the division will prepare 1,085 probation reports in 1960 and make approximately 75,000 visits to probationers, families, schools, etc., and that there will be approximately 1,000 children and 85 adults on probation during the year; that the department will supervise approximately 185 children (representing 65 cases) who are brought before the court as "children in need of care and protection," i.e., children neglected by their parents.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
14	\$82,360 00	\$3,830 00	\$575 00	\$272 00	\$80 00	\$87,117 00

Personal Services: Chief Probation Officer, Assistant Chief Probation Officer, 8 Probation Officers, 4 Clerks, vacation supply, \$4,560.00.

Contractual Services: Telephone service, \$80.00; servicing of office equipment, \$200.00; probation officers' travel expenses, \$1,900.00; transportation of prisoners and neglected children, \$1,600.00; medical services, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$575.00.

Current Charges and Obligations: Dues and subscriptions, \$170.00; premium on surety bonds, \$102.00.

Equipment: Library books, \$80.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	2	\$18,922 00	\$2,460 00	\$75 00	\$30 00	\$156 00	\$21,643
2. Maintenance of General Court Activities and Records	4	26,028 00	560 00	350 00	73 00	—	27,011
3. Supervision of Probationers	14	82,360 00	3,830 00	575 00	272 00	80 00	87,117
TOTALS	20	\$127,310 00	\$6,850 00	\$1,000 00	\$375 00	\$236 00	\$135,771

PROBATE COURT

4-12-17

The Probate Court has jurisdiction over the probating of wills, the granting of administration of estates, the appointment of guardians and conservators, and the conduct of legal proceedings in connection with certain domestic relations cases, including divorce, annulment of marriage, separate maintenance, and the custody of children.

This appropriation covers the office expenses of the court in Suffolk County as well as the compensation of four officers of the court. The salaries of the Register of Probate and 48 office employees are paid by the Commonwealth.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$32,078 95	\$34,981 79	\$35,305 00	\$35,618 00	\$34,995 00	
—Contractual Services . .	24,515 16	25,455 78	24,900 00	25,300 00	24,200 00	
—Supplies & Materials . .	35,436 43	31,287 39	23,500 00	27,245 00	24,000 00	
—Current Charges & Oblig's	40 93	66 00	75 00	75 00	75 00	
—Equipment	1,613 94	2,337 96	1,900 00	1,600 00	800 00	
TOTALS	\$93,685 41	\$94,128 92	\$85,680 00	\$89,838 00	\$84,070 00	

B — DEPARTMENTAL REVENUES

Revenues of the Probate Court are deposited with the Commonwealth.

C — PROGRAM

1. MAINTENANCE OF COURT RECORDS AND ORDER AND DECORUM IN SESSIONS OF THE COURT

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$34,995 00	\$24,200 00	\$24,000 00	\$75 00	\$800 00	\$84,070 00

Personal Services: 3 Court Officers, Permanent Officer, and Messenger, Temporary Employees, \$3,877.00.

Contractual Services: Telephone service, \$3,900.00; travel expense, \$50.00; cleaning office aprons and coats, \$250.00; court stenographer service, \$6,000.00; auditors', masters', and investigators' fees, \$13,000.00; binding and repairing books and dockets, \$1,000.00.

Supplies and Materials: Postage, cards, forms, and stationery, \$17,000.00; parts for photostat machine, \$50.00; photostat paper and supplies, \$6,950.00.

Current Charges and Obligations: Mail-o-meter charges, \$75.00.

Equipment: Library books, \$800.00.

COURT OFFICERS' DIVISION, SUPERIOR COURT

4-12-18

The court officers open and attend civil, criminal, and other sessions of the Superior Court in Suffolk County. They maintain order and decorum in the courtroom, assist in the commitment of prisoners, serve summonses and citations, and are responsible for the board and care of jurors and the proper accounting of expenses incurred when juries are ordered locked up by the court.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$359,022 09	\$347,913 63	\$376,000 00	\$395,742 00	\$362,000 00	
2—Contractual Services . .	3,211 01	7,593 61	2,000 00	16,200 00	16,200 00	
3—Supplies & Materials . .	11,759 95	8,515 22	14,450 00	1,450 00	165 00	
4—Current Charges & Oblig's	272 00	279 50	293 00	293 00	293 00	
TOTALS . . .	\$374,265 05	\$364,301 96	\$392,743 00	\$413,685 00	\$378,658 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAM

1. MAINTENANCE OF ORDER AND DECORUM IN SESSIONS OF THE COURT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
61	\$362,000 00	\$16,200 00	\$165 00	\$293 00	\$378,658 00

Personal Services: Chief Deputy Sheriff, Assistant Chief Deputy Sheriff, Deputy Sheriff, Jury Assembly Court Officer, Assistant Jury Assembly Court Officer, and 56 Court Officers.

Contractual Services: Transportation of prisoners, \$4,200.00; meals for jurors, \$12,000.00.

Supplies and Materials: Stationery, \$25.00; officers' uniforms, \$140.00.

Current Charges and Obligations: Premiums on surety bonds, \$293.00.

PROBATION DEPARTMENT, SUPERIOR COURT, CRIMINAL SESSION

4-12-19

The Probation Department prepares reports to aid the Justices in determining the advisability of placing convicted persons on probation. They supervise the activities of persons placed on probation during the periods fixed by the Justices and supervise persons on parole after release.

A—BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$114,848 67	\$69,994 32	\$74,000 00	\$79,836 00	\$77,420 00	
—Contractual Services . . .	4,946 80	5,068 01	4,908 00	5,195 00	5,020 00	
—Supplies & Materials . . .	3,299 26	3,082 88	3,114 00	3,675 00	3,022 00	
—Current Charges & Oblig's	177 00	177 00	183 00	235 00	235 00	
—Equipment	734 00	797 83	580 00	4,613 00	113 00	
TOTALS	\$124,005 73	\$79,120 04	\$82,785 00	\$93,554 00	\$85,810 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAM

1. INVESTIGATION OF CASES AND SUPERVISION OF PROBATIONERS

Prepares reports to aid the Justices in determining the advisability of placing convicted persons on probation. Supervises the activities of persons placed on probation during the periods fixed by the Justices as well as persons on parole after release.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
19	\$77,420 00	\$5,020 00	\$3,022 00	\$235 00	\$113 00	\$85,810 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Head Clerk.

General Services Section: Executive Secretary and 17 Clerical Employees.

Contractual Services: Telephone and telegraph service, \$2,200.00; repair and servicing of office equipment, \$121.00; transportation of probation officers, \$2,600.00; printing, \$99.00.

Supplies and Materials: Cheesecloth, \$14.00; postage, forms, cards, and stationery, \$3,000.00; badges, \$8.00.

Current Charges and Obligations: Premiums on surety bonds, \$235.00.

Equipment: Library books, \$113.00.

MUNICIPAL COURT, CHARLESTOWN DISTRICT

4-12-21

The Municipal Court, Charlestown District, has jurisdiction over an area of approximately 1 square mile, containing a population of 31,300 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claim summary process, supplementary process, and other minor actions.

The business of the court is indicated in the following estimated statistics: criminal cases, 4,950; juvenile, 175; civil cases, 900; small claims, 1,000; automobile parking violations, 12,000; supplementary processes, 350; number committed, 1,100; number of probations, 975; reciprocal support, 45.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approval
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$73,937 79	\$81,449 19	\$85,704 00	\$96,167 00	\$89,703 00	
2—Contractual Services . . .	2,725 71	2,976 39	2,950 00	4,106 00	2,950 00	
3—Supplies & Materials . . .	2,377 75	3,089 55	3,000 00	3,300 00	3,000 00	
4—Current Charges & Oblig's . . .	102 00	111 00	107 00	128 00	128 00	
5—Equipment	230 00	257 00	200 00	2,378 00	200 00	
TOTALS	\$79,373 25	\$87,883 13	\$91,961 00	\$106,079 00	\$95,981 00	

B—DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1960 \$16,000 00

C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	\$32,840 00	\$1,935 00	\$150 00	\$20 00	\$200 00	\$35,145 00

Personal Services: Full-time Justice and 2 Court Officers. Services of Special Justice at simultaneous sessions, during vacation of Presiding Justice, and while the latter is presiding over sessions of the Superior Court. Vacation supply for Court Officers.
Contractual Services: Telephone service, \$100.00; servicing of equipment, \$10.00; transportation of prisoners, \$1,800.00; miscellaneous contractual services, \$25.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$150.00.
Current Charges and Obligations: Premium on surety bonds, \$20.00.
Equipment: Library books, \$200.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$30,662 00	\$485 00	\$2,300 00	\$38 00	\$33,485 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 2 Clerical Assistants. Provision is made for vacation supply for the Clerk of Court and Clerical Assistant.
Contractual Services: Telephone service, \$400.00; servicing of office equipment, \$60.00; printing, binding, and ruling, \$25.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$2,300.00.
Current Charges and Obligations: Premium on surety bonds, \$38.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$26,201 00	\$530 00	\$550 00	\$70 00	\$27,351 00

Personal Services: Chief Probation Officer, 2 Probation Officers, Clerical Assistant. Vacation supply for Chief Probation Officer and clerical assistant.

Contractual Services: Telephone service, \$400.00; servicing of office equipment, \$30.00; expenses of probation officers, \$100.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$550.00.

Current Charges and Obligations: Premium on surety bonds, \$70.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	3	\$32,840 00	\$1,935 00	\$150 00	\$20 00	\$200 00	\$35,145 00
Maintenance of General Court Activities and Records	5	30,662 00	485 00	2,300 00	38 00	—	33,485 00
Supervision of Probationers	4	\$26,201 00	530 00	550 00	70 00	—	27,351 00
TOTALS	12	\$89,703 00	\$2,950 00	\$3,000 00	\$128 00	\$200 00	\$95,981 00

EAST BOSTON DISTRICT COURT

4-12-22

The Municipal Court, East Boston District, has jurisdiction over an area of approximately 6 square miles, containing a population of 90,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claim summary process, supplementary process, and other minor actions.

The business of the court is indicated in the following estimated statistics: criminal cases, 5,000; juvenile, 400; civil cases, 1,000; small claims, 1,200; automobile parking violations, 25,000; supplementary process, 500; number committed, 250; number of probations, 300; reciprocal support, 50.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$70,545 44	\$80,497 40	\$87,506 00	\$97,664 00	\$95,205 00	
2—Contractual Services . .	2,824 91	3,091 79	3,023 00	3,243 00	3,023 00	
3—Supplies & Materials . .	4,299 87	4,376 65	3,515 00	4,500 00	3,500 00	
4—Current Charges & Oblig's	89 50	95 50	99 00	114 00	114 00	
5—Equipment	213 50	183 50	185 00	500 00	185 00	
TOTALS	\$77,973 22	\$88,244 84	\$94,328 00	\$106,021 00	\$102,027 00	

B — DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1960 \$25,000 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Current Charges	Equipment	Total
3	\$31,208 00	\$1,820 00	\$22 00	\$185 00	\$33,235 00

Personal Services: Full-time Justice and 2 Court Officers. Services of Special Justice at simultaneous sessions and during vacation of Presiding Justice.

Contractual Services: Telephone service, \$120.00; transportation of prisoners, \$1,700.00.

Current Charges and Obligations: Premium on surety bonds, \$10.00; P. O. Box rental, \$12.00.

Equipment: Library books, \$185.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars, and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	\$38,181 00	\$408 00	\$3,000 00	\$38 00	\$41,627 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 4 Clerical Assistants. Provision is made for vacation supply for the Clerical Court.

Contractual Services: Telephone service, \$360.00; servicing of office equipment, \$48.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,000.00.

Current Charges and Obligations: Premium on surety bonds, \$38.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$25,816 00	\$795 00	\$500 00	\$54 00	\$27,165 00

Personal Services: Chief Probation Officer, 2 Probation Officers, Cashier, Clerical Assistant.

Contractual Services: Telephone service, \$360.00; servicing of office equipment, \$35.00; expenses of probation officers, \$400.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$500.00.

Current Charges and Obligations: Premium on surety bonds, \$54.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	3	\$31,208 00	\$1,820 00	—	\$22 00	\$185 00	\$33,235 00
Maintenance of General Court Activities and Records	7	38,181 00	408 00	\$3,000 00	38 00	—	41,627 00
Supervision of Probationers	5	25,816 00	795 00	500 00	54 00	—	27,165 00
TOTALS	15	\$95,205 00	\$3,023 00	\$3,500 00	\$114 00	\$185 00	\$102,027 00

MUNICIPAL COURT, SOUTH BOSTON DISTRICT

4-12-23

The Municipal Court, South Boston District, has jurisdiction over an area of approximately 2.3 square miles containing a population of 58,526 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following statistics: criminal cases, 4,262; juvenile, 161; civil, 654; small claims, 522; automobile parking violations, 11,850; supplementary process, 265; number of persons committed, 250; and number of persons on probation during year, 467; reciprocal support, 26.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$69,075 20	\$78,993 46	\$84,690 00	\$91,330 00	\$88,708 00	
2—Contractual Services . . .	3,270 97	3,749 46	3,600 00	4,080 00	3,600 00	
3—Supplies & Materials . . .	2,966 55	2,989 99	2,000 00	2,785 00	2,000 00	
4—Current Charges & Oblig's . . .	254 00	231 75	279 00	279 00	279 00	
5—Equipment	294 16	572 90	560 00	745 00	345 00	
TOTALS	\$75,860 88	\$86,537 56	\$91,129 00	\$99,219 00	\$94,932 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1960 \$28,500 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Current Charges	Equipment	Total
3	\$30,994 00	\$2,135 00	\$6 00	\$125 00	\$33,260 00

Personal Services: Justice, 2 Court Officers. Services of Special Justices at simultaneous sessions and during vacation of Presiding Justice.

Contractual Services: Transportation of prisoners, \$2,000.00; telephone service, \$135.00.

Current Charges and Obligations: Premium on surety bonds, \$6.00.

Equipment: Library, \$125.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$27,493 00	\$530 00	\$1,050 00	\$163 00	\$29,236 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, Head Clerk and vacation supply for Clerk of Court and Clerical Assistant.

Contractual Services: Telephone service, \$470.00; servicing of office equipment, \$35.00; binding of permanent records, \$25.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,050.00.

Current Charges and Obligations: Premium on surety bond and rental of water cooler, \$163.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$30,221 00	\$935 00	\$950 00	\$110 00	\$220 00	\$32,436 00

Personal Services: Chief Probation Officer, 3 Probation Officers, and Clerical Assistant.

Contractual Services: Telephone service, \$395.00; servicing of office equipment, \$40.00; transportation for probation officers, \$500.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$950.00.

Current Charges and Obligations: Rentals, and premium on surety bonds, \$110.00.

Equipment: Library, \$220.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	3	\$30,994 00	\$2,135 00	—	\$6 00	\$125 00	\$33,260 00
Maintenance of General Court Activi- ties and Records	4	27,493 00	530 00	\$1,050 00	163 00	—	29,236 00
Supervision of Probationers	5	30,221 00	935 00	950 00	110 00	220 00	32,436 00
TOTALS	12	\$88,708 00	\$3,600 00	\$2,000 00	\$279 00	\$345 00	\$94,932 00

MUNICIPAL COURT, DORCHESTER DISTRICT

4-12-24

The Municipal Court, Dorchester District, has jurisdiction over an area of approximately 14 square miles, containing a population of 280,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claim summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics; criminal cases, 7,100; juvenile, 500; civil, 2,500; small claims, 2,300; automobile parking violations, 40,000; supplementary processes, 1,800; number of persons committed, 400; number of persons on probation, 900; reciprocal support, 150.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$115,702 42	\$131,191 13	\$140,596 00	\$158,505 00	\$154,293 00	
2—Contractual Services . .	5,068 28	6,297 87	6,135 00	6,935 00	6,135 00	
3—Supplies & Materials . .	3,752 62	6,842 37	3,570 00	3,570 00	3,500 00	
4—Current Charges & Oblig's	193 18	189 00	178 00	226 00	226 00	
5—Equipment	127 50	195 50	400 00	500 00	250 00	
TOTALS	\$124,844 00	\$144,715 87	\$150,879 00	\$169,736 00	\$164,404 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1960 \$41,550 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Current Charges	Equipment	Total
4	\$42,839 00	\$2,300 00	\$30 00	\$250 00	\$45,419 00

Personal Services: Justice, 3 Court Officers, Services of Special Justices for simultaneous sessions, and during vacations of Presiding Justice.

Contractual Services: Telephone service, \$300.00; transportation of prisoners, \$2,000.00.

Current Charges and Obligations: Premium on surety bonds, \$30.00.

Equipment: Library books, \$250.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
13	\$67,765 00	\$1,150 00	\$2,000 00	\$98 00	\$71,013 00

Personal Services: Clerk of Court, 3 Assistant Clerks of Court, 9 Clerical Assistants, and vacation supply for Clerk and Assistants.

Contractual Services: Telephone service, \$1,050.00; servicing of office equipment, \$60.00; towel service, \$40.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.

Current Charges and Obligations: Premium on surety bond, \$38.00; rental of water cooler, \$60.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	\$43,689 00	\$2,685 00	\$1,500 00	\$98 00	\$47,972 00

Personal Services: Chief Probation Officer, Assistant Chief Probation Officer, 4 Probation Officers, Clerical Assistant, and vacation supply for Chief Probation Officer.

Contractual Services: Telephone service, \$1,150.00; servicing of office equipment, \$15.00; transportation of probation officers, \$1,500.00; towel service, \$20.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,500.00.

Current Charges and Obligations: Premium on surety bonds, \$98.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	4	\$42,839 00	\$2,300 00	—	\$30 00	\$250 00	\$45,419 00
Maintenance of General Court Activities and Records	13	67,765 00	1,150 00	\$2,000 00	98 00	—	71,013 00
Supervision of Probationers	7	43,689 00	2,685 00	1,500 00	98 00	—	47,972 00
TOTALS	24	\$154,293 00	\$6,135 00	\$3,500 00	\$226 00	\$250 00	\$164,404 00

MUNICIPAL COURT, ROXBURY DISTRICT

4-12-25

The Municipal Court, Roxbury District, has jurisdiction over an area of approximately 9 square miles, containing a population of 225,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claim summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following statistics: criminal cases, 24,162; juvenile, 947; civil, 2,392; small claims, 1,966; automobile parking violations, 112,360; supplementary processes, 1,617; number of persons committed, 3,000; number of persons on probation, 3,613; reciprocal support, 220.

A—BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$259,664 95	\$284,773 00	\$318,658 00	\$389,991 00	\$344,956 00	
2—Contractual Services . .	15,537 93	16,636 90	16,300 00	21,918 00	15,650 00	
3—Supplies & Materials . .	17,318 28	20,212 91	20,210 00	22,312 00	18,115 00	
4—Current Charges & Oblig's	552 50	586 00	553 00	757 00	757 00	
5—Equipment	396 00	551 98	2,000 00	11,900 00	1,180 00	
TOTALS	\$293,469 66	\$322,760 79	\$357,721 00	\$446,878 00	\$380,658 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1960 \$110,000 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
8	\$69,682 00	\$5,960 00	\$865 00	\$60 00	\$700 00	\$77,267 00

Personal Services: 2 full-time Justices, Chief Court Officer, 5 Court Officers. Services of Special Justice at simultaneous sessions and during vacation of Presiding Justice.

Contractual Services: Telephone service, \$960.00; transportation of prisoners, \$5,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$750.00; uniforms for court officers, \$115.00.

Current Charges and Obligations: Premium on surety bonds, \$60.00.

Equipment: Library books, \$700.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
22	\$103,764 00	\$2,440 00	\$10,250 00	\$299 00	\$480 00	\$117,233 00

Personal Services: Clerk of Court, 4 Assistant Clerks of Court, 3 Head Clerks, 4 Principal Clerks, Cashier, 8 Clerical Assistants, and Switchboard Operator.

Contractual Services: Telephone service, \$2,040.00; servicing of office equipment, \$250.00; towel service and cleaning, \$150.00.

Supplies and Materials: Postage, forms, cards and stationery, \$10,250.00.

Current Charges and Obligations: Rental of water cooler, \$96.00; rental of postage meter, \$144.00; premium on surety bonds, \$59.00.

Equipment: Furniture and office equipment, \$480.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
32	\$171,510 00	\$7,250 00	\$7,000 00	\$398 00	\$186,158 00

Personal Services: Chief Probation Officer, 2 Assistant Chief Probation Officers, 14 Probation Officers, Head Clerk, 3 Principal Clerks, Cashier, and 10 Clerical Assistants.

Contractual Services: Telephone service, \$2,000.00; servicing of office equipment, \$250.00; expenses of probation officers, \$5,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$7,000.00.

Current Charges and Obligations: Premium on surety bonds, \$398.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	8	\$69,682 00	\$5,960 00	\$865 00	\$60 00	\$700 00	\$77,267 00
Maintenance of General Court Activities and Records	22	103,764 00	2,440 00	10,250 00	299 00	480 00	117,233 00
Supervision of Probationers	32	171,510 00	7,250 00	7,000 00	398 00	—	186,158 00
TOTALS	62	\$344,956 00	\$15,650 00	\$18,115 00	\$757 00	\$1,180 00	\$380,658 00

MUNICIPAL COURT, WEST ROXBURY DISTRICT

4-12-26

The Municipal Court, West Roxbury District, has jurisdiction over an area of approximately 17 square miles, containing a population of 150,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claim summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 5,150; juvenile, 490; civil cases, 800; small claims, 2,500; automobile parking violations, 16,000; supplementary processes, 1,400; number of persons committed, 350; and number of persons on probation during year, 460; reciprocal support, 48.

A—BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$92,381 58	\$103,048 69	\$106,147 00	\$115,443 00	\$112,599 00	
2—Contractual Services . . .	4,207 18	4,560 72	3,975 00	5,075 00	3,975 00	
3—Supplies & Materials . . .	2,786 69	2,839 55	2,900 00	4,040 00	2,900 00	
4—Current Charges & Oblig's . . .	129 50	16 00	115 00	160 00	160 00	
5—Equipment	241 00	305 00	200 00	850 00	200 00	
TOTALS	\$99,745 95	\$110,769 96	\$113,337 00	\$125,568 00	\$119,834 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1960 \$33,000 00

C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sent by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$35,320 00	\$1,108 00	\$100 00	\$10 00	\$200 00	\$36,738 00

Personal Services: Justice, 3 Court Officers. Services of Special Justices at simultaneous sessions, during vacation of Presiding Justice, while the latter is presiding over sessions of the Superior Court.

Contractual Services: Telephone service, \$100.00; transportation of prisoners, \$1,000.00; towel service, \$8.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$100.00.

Current Charges and Obligations: Premium on surety bonds, \$10.00.

Equipment: Library books, \$200.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
9	\$47,053 00	\$1,195 00	\$2,300 00	\$95 00	\$50,643 00

Personal Services: Clerk of Courts, 2 Assistant Clerks of Court, 2 Principal Clerks, 4 Clerical Assistants, and vacation supply for Clerk of Court.

Contractual Services: Telephone service, \$1,100.00; servicing of office equipment, \$50.00; towel service, \$45.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,300.00.

Current Charges and Obligations: Premium on surety bonds, \$95.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$30,226 00	\$1,672 00	\$500 00	\$55 00	\$32,453 00

Personal Services: Chief Probation Officer, 2 Probation Officers, 2 Clerical Assistants, and vacation relief for Chief Probation Officer.

Contractual Services: Telephone service, \$600.00; servicing of office equipment, \$50.00; expenses of probation officers, \$1,000.00; towel service, \$22.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$500.00.

Current Charges and Obligations: Premium on surety bonds, \$55.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	4	\$35,320 00	\$1,108 00	\$100 00	\$10 00	\$200 00	\$36,738 00
Maintenance of General Court Activities and Records	9	47,053 00	1,195 00	2,300 00	95 00	—	50,643 00
Supervision of Probationers	5	30,226 00	1,672 00	500 00	55 00	—	32,453 00
TOTALS	18	\$112,599 00	\$3,975 00	\$2,900 00	\$160 00	\$200 00	\$119,834 00

MUNICIPAL COURT, BRIGHTON DISTRICT

4-12-27

The Municipal Court, Brighton District, has jurisdiction over an area of approximately 5 square miles, containing a population of 85,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following statistics: criminal cases, 5,803; juvenile, 89; civil, 6; small claims, 767; auto parking violations, 28,029; supplementary process, 558; number of persons committed, 2; number of persons on probation during year, 310; reciprocal support, 82.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approve
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$55,563 35	\$57,961 63	\$67,529 00	\$76,098 00	\$72,771 00	
2—Contractual Services . .	1,196 46	1,325 09	1,350 00	1,875 00	1,350 00	
3—Supplies & Materials . .	3,474 31	4,039 25	4,030 00	6,050 00	4,030 00	
4—Current Charges & Oblig's	95 16	85 50	86 00	90 00	90 00	
5—Equipment	318 50	416 50	450 00	843 00	450 00	
TOTALS	\$60,647 78	\$63,827 97	\$73,445 00	\$84,956 00	\$78,691 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1960 \$49,200 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
2	\$28,156 00	\$615 00	\$230 00	\$450 00	\$29,451 00

Personal Services: Justice, Court Officer, Services of Special Justice at simultaneous sessions, during vacation of Presiding Justice, and when the latter is presiding over sessions at the Superior Court, vacation supply for Court Officer.

Contractual Services: Telephone service, \$150.00; servicing of office equipment, \$15.00; transportation of prisoners, \$450.00.

Supplies and Materials: Food for prisoners, \$30.00; postage, forms, cards, and stationery, \$200.00.

Equipment: Library books, \$450.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$26,048 00	\$270 00	\$2,000 00	\$42 00	\$28,360 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, Clerical Assistant, and vacation supply for Clerk of Court.

Contractual Services: Telephone service, \$250.00; servicing of office equipment, \$20.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.

Current Charges and Obligations: Premium on surety bonds, \$42.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$18,567 00	\$465 00	\$1,800 00	\$48 00	\$20,880 00

Personal Services: Chief Probation Officer, Probation Officer, Clerical Assistant, and vacation supply for 2 Probation Officers.

Contractual Services: Telephone service, \$200.00; servicing of office equipment, \$15.00; transportation for probation officers, \$250.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,800.00.

Current Charges and Obligations: Premium on surety bonds, \$48.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	2	\$28,156 00	\$615 00	\$230 00	—	\$450 00	\$29,451 00
Maintenance of General Court Activities and Records	4	26,048 00	270 00	2,000 00	\$42 00	—	28,360 00
Supervision of Probationers	3	18,567 00	465 00	1,800 00	48 00	—	20,880 00
TOTALS	9	\$72,771 00	\$1,350 00	\$4,030 00	\$90 00	\$450 00	\$78,691 00

DISTRICT COURT OF CHELSEA

4-12-28

The District Court of Chelsea has jurisdiction over an area of approximately 8.2 square miles, containing a population of 75,675 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 4,800; juvenile, 375; civil cases, 1,200; small claims, 1,200; automobile parking violations, 3,000; supplementary processes, 800; number of persons committed to State Prison, 150; number of persons on probation during year, 925; reciprocal support, 20.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$80,040 67	\$90,231 29	\$99,876 00	\$104,846 00	\$102,550 00	
2—Contractual Services . .	2,217 60	2,087 72	2,125 00	2,730 00	2,125 00	
3—Supplies & Materials . .	3,615 61	4,049 04	3,930 00	4,425 00	3,860 00	
4—Current Charges & Oblig's	109 50	109 50	110 00	120 00	120 00	
5—Equipment	168 00	250 74	1,575 00	2,200 00	175 00	
TOTALS	\$86,151 38	\$96,728 29	\$107,616 00	\$114,321 00	\$108,830 00	

B—DEPARTMENTAL REVENUES

Estimated revenue from fees, fines, etc., for 1960	\$27,000 00
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C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
3	\$30,068 00	\$660 00	\$360 00	\$175 00	\$31,263 00

Personal Services: Full-time Justice and 2 Court Officers. Services of Special Justice at simultaneous sessions and during vacation of Presiding Justice.

Contractual Services: Telephone service, \$60.00; electricity, \$150.00; transportation of prisoners, \$425.00; towel service, \$25.00.

Supplies and Materials: Cleaning and custodial supplies, \$60.00; office supplies, \$300.00.

Equipment: Library books, \$175.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	\$34,242 00	\$700 00	\$2,100 00	\$38 00	\$37,080 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 3 Clerical Assistants, Janitor, vacation supply for Clerk.

Contractual Services: Telephone service, \$360.00; electricity, \$145.00; servicing of equipment, \$120.00; binding and printing of dockets, \$75.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,100.00.

Current Charges and Obligations: Premium on surety bond, \$38.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	\$38,240 00	\$765 00	\$1,400 00	\$82 00	\$40,487 00

Personal Services: Chief Probation Officer, 3 Probation Officers, 3 Clerical Assistants.

Contractual Services: Telephone service, \$480.00; electricity, \$180.00; servicing of equipment, \$30.00; expenses of probation officers, \$75.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,400.00.

Current Charges and Obligations: Premium on surety bonds, \$82.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	3	\$30,068 00	\$660 00	\$360 00	—	\$175 00	\$31,263 00
Maintenance of General Court Activities	7	34,242 00	700 00	2,100 00	\$38 00	—	37,080 00
Supervision of Probationers	7	38,240 00	765 00	1,400 00	82 00	—	40,487 00
TOTALS	17	\$102,550 00	\$2,125 00	\$3,860 00	\$120 00	\$175 00	\$108,830 00

MEDICAL EXAMINER SERVICE, NORTHERN DIVISION

4-12-31

The Medical Examiner for the Northern Division is responsible for the investigation of all violent and unexplained deaths and all deaths thought to be due to virulent contagious diseases occurring in the northern section of the county including Chelsea, Revere, and Winthrop. He is required to conduct autopsies whenever necessary and to give expert testimony before the Grand Jury and the various courts. A mortuary is maintained for the bodies of deceased persons committed to his care.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$41,399 90	\$41,773 23	\$42,070 00	\$45,340 00	\$44,423 00	
2—Contractual Services	3,450 92	3,633 68	4,163 00	4,210 00	3,945 00	
3—Supplies & Materials	924 96	1,267 51	1,900 00	1,900 00	1,475 00	
4—Current Charges & Oblig's	7 50	7 50	8 00	10 00	10 00	
5—Equipment	563 74	206 49	—	—	—	
TOTALS	\$46,347 02	\$46,888 41	\$48,141 00	\$51,460 00	\$49,853 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAMS

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

General supervision and direction of departmental activities; determination of cause and manner of death, and maintenance of departmental records and files.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$23,996 00	\$3,310 00	\$885 00	\$10 00	\$28,201 00

Personal Services: Medical Examiner, 3 Clerical Employees.

Contractual Services: Telephone service, \$1,100.00; repairing and servicing of equipment, \$75.00; travel expenses, \$2,135.00.

Supplies and Materials: Laboratory supplies, \$300.00; forms, cards, and stationery, \$310.00; miscellaneous supplies, \$275.00.

Current Charges and Obligations: Premium on Surety Bond, \$10.00.

2. OPERATION OF THE MORTUARY FOR CARE AND DISPOSITION OF BODIES OF DECEASED PERSONS

Responsible for receipt, care, and disposition of the bodies of deceased persons committed to the mortuary and maintenance of pertinent records. During the year 1959, 1,768 bodies were received, 260 autopsies were performed.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
5	\$21,334 00	\$635 00	\$590 00	\$22,559 00

Personal Services: 2 Supervising Mortuary Attendants, 3 Mortuary Attendants.

Contractual Services: Telephone service, \$500.00; repairs and servicing of equipment, \$125.00; freight and express charges, \$10.00.

Supplies and Materials: Automotive supplies and materials, \$350.00; chemical, laundry, and custodial supplies, \$75.00; forms, cards, and stationery, \$140.00; general operating supplies, \$25.00.

D — PROGRAM SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Determination of Cause and Manner of Death	4	\$23,996 00	\$3,310 00	\$885 00	\$10 00	\$28,201 00
2. Operation of the Mortuary for Care and Disposition of Bodies of Deceased Persons	5	21,334 00	635 00	590 00	—	22,559 00
TOTALS	9	\$45,330 00	\$3,945 00	\$1,475 00	\$10 00	\$50,760 00

MEDICAL EXAMINER SERVICE, SOUTHERN DIVISION

4-12-32

The Medical Examiner for the Southern Division is responsible for the investigation of all violent and unexplained deaths, all deaths thought to be related to employment, and all deaths thought to be due to virulent contagious diseases occurring in the southern section of the county. The Medical Examiner is required to conduct autopsies whenever necessary and to give expert testimony before the Grand Jury and the various courts.

Cases investigated annually total about 570, and 119 autopsies are made.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$23,488 88	\$25,856 46	\$26,550 00	\$31,821 00	\$24,513 00	
-Contractual Services . . .	5,497 75	3,816 64	1,970 00	1,970 00	1,970 00	
-Supplies & Materials . . .	836 17	693 66	1,186 00	1,192 00	1,150 00	
-Current Charges & Oblig's . . .	171 00	178 50	179 00	179 00	179 00	
-Equipment	—	553 80	344 00	2,844 00	85 00	
TOTALS	\$29,993 80	\$31,099 06	\$30,229 00	\$38,006 00	\$27,897 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAM

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

General supervision and direction of departmental activities; determination of cause and manner of death; and the maintenance of departmental records and files.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$24,513 00	\$1,970 00	\$1,150 00	\$179 00	\$85 00	\$27,897 00

Personal Services: Medical Examiner, Procedural Technician, Mortuary Attendant, Secretary.

Contractual Services: Telephone service, \$800.00; servicing of office equipment, \$170.00; freight and express charges, \$100.00; witness fees for autopsies, \$900.00.

Supplies and Materials: Automotive supplies, \$300.00; laboratory supplies, \$400.00; postage, forms, cards, and stationery, \$300.00; general operating supplies and materials, \$150.00.

Current Charges and Obligations: Rental for storage of car, \$171.00; premium on surety bonds, \$8.00.

Equipment: Library books, \$85.00.

ASSOCIATE MEDICAL EXAMINER SERVICE, NORTHERN DIVISION

4-12-33

The associate medical examiners in Suffolk County, upon the request of either Medical Examiner, perform the duties and have the powers of medical examiners. Each Medical Examiner is entitled to two months' service in the aggregate from the associates in each year.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$3,919 80	\$3,919 80	\$4,040 00	\$4,040 00	\$4,040 00	
2—Contractual Services . .	1,177 00	1,089 00	865 00	865 00	865 00	
3—Supplies & Materials . .	25 00	7 00	125 00	125 00	125 00	
4—Current Charges & Oblig's	7 50	7 50	8 00	8 00	8 00	
TOTALS . . .	\$5,129 30	\$5,023 30	\$5,038 00	\$5,038 00	\$5,038 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAM

I. DETERMINATION OF CAUSE AND MANNER OF DEATH

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1	\$4,040 00	\$,865 00	\$125 00	\$8 00	\$5,038 00

Personal Services: Associate Medical Examiner; Temporary Employee, \$540.00.

Contractual Services: Telephone service, \$45.00; allowance for use of personal automobile, \$420.00; transporting bodies to mortuary, \$200.00; witness fees, \$200.00.

Supplies and Materials: Laboratory supplies, \$50.00; postage and office supplies, \$75.00.

Current Charges and Obligations: Premium on surety bond, \$8.00.

ASSOCIATE MEDICAL EXAMINER SERVICE, SOUTHERN DIVISION

4-12-34

The associate medical examiners in Suffolk County, upon the request of either Medical Examiner, perform the duties and have the powers of medical examiners. Each Medical Examiner is entitled to two months' service in the aggregate from the associates in each year.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$3,919 80	\$3,919 80	\$4,040 00	\$4,040 00	\$4,040 00	
-Contractual Services . . .	450 00	678 00	865 00	865 00	865 00	
-Supplies & Materials . . .	6 00	—	125 00	125 00	125 00	
-Current Charges & Oblig's	7 50	7 50	8 00	8 00	8 00	
TOTALS . . .	\$4,383 30	\$4,605 30	\$5,038 00	\$5,038 00	\$5,038 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAM

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1	\$4,040 00	\$865 00	\$125 00	\$8 00	\$5,038 00

Personal Services: Associate Medical Examiner, Temporary Employee, \$540.00.

Contractual Services: Telephone service, \$45.00; allowance for use of personal automobile, \$420.00; transporting bodies to mortuary, \$200.00; witness fees, \$200.00.

Supplies and Materials: Laboratory supplies, \$50.00; postage, forms, cards, and stationery, \$75.00.

Current Charges and Obligations: Premium on surety bond, \$8.00.

SOCIAL LAW LIBRARY

4-12-41

The General Laws permit the city to pay to the Proprietors of the Social Law Library such sums as may be deemed appropriate. These amounts must be used to purchase books and maintain the library. The library is located in the Suffolk County Court House and provides library service to attorneys and others.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
3—Supplies & Materials .	\$2,000 00	\$2,000 00	\$2,000 00	\$2,000 00	\$2,000 00	

C — PROGRAM

1. ASSISTANCE TO LEGAL LIBRARY SERVICE

Supplies and Materials: Allowance for purchase of law books, \$2,000.00.

MENTAL ILLNESS

4-12-42

Before an order of commitment may be issued by a judge of the Probate Court, the General Laws provide that there must be submitted certificates by two properly qualified physicians indicating that, as a result of an examination conducted of them, they find the individual mentally ill. The payment of fees and mileage allowances to physicians, experts, and witnesses is provided for by this appropriation.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Contractual Services . .	\$60,049 66	\$63,555 88	\$59,875 00	\$63,800 00	\$59,740 00	
Supplies & Materials . .	201 05	250 34	125 00	260 00	260 00	
TOTALS	\$60,250 71	\$63,806 22	\$60,000 00	\$64,060 00	\$60,000 00	

C — PROGRAM

1. EXAMINATION AND COMMITMENT OF MENTALLY ILL

Contractual Services	Supplies Materials	Total
\$59,740 00	\$260 00	\$60,000 00

Contractual Services: Telephone service, \$115.00; transportation expenses for doctors and commitment officers, \$15,500.00; fees paid to doctors, experts, and witnesses for services, \$44,125.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$260.00.

PENSIONS AND ANNUITIES — COUNTY

4-13-75

Payments to retired officials and employees who were not members of the contributory pension systems are covered by this appropriation, as provided by special acts of the Legislature.

The expense applicable to the major county agencies is given in the following tabulation:

House of Correction	\$70,000 00
County Jail	4,300 00
Superior Court	19,300 00
County Court House	11,000 00
Registry of Deeds	6,000 00
Municipal Court of the City of Boston	35,500 00
Municipal District Courts	45,000 00
Medical Examiner Service, Northern Division	8,900 00
TOTAL	\$200,000 00

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation:						
Pensions and Annuities-						
County	\$170,189 24	\$187,469 48	\$195,000 00	\$195,000 00	\$200,000 00	

INCOME DEPARTMENT BUDGETS SUPPORTING DETAIL

COLLECTING DIVISION, TREASURY DEPARTMENT (Water Service)

1-01-37

Mails bills each quarter for water consumed in various properties throughout the city, receives payments, and maintains financial records.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$124,500 00	\$127,500 00	\$135,000 00	\$141,390 00	\$141,390 00	
Contractual Services . . .	1,700 00	4,630 00	4,685 00	4,142 00	4,142 00	
Supplies & Materials . . .	9,070 00	11,080 00	14,084 00	15,645 00	15,645 00	
Current Charges & Oblig's	1,932 00	2,007 00	3,426 00	2,979 00	2,979 00	
Equipment	80 00	135 00	90 00	90 00	90 00	
TOTALS	\$137,282 00	\$145,352 00	\$157,285 00	\$164,246 00	\$164,246 00	

B — DEPARTMENTAL REVENUES

(Water revenues are shown in the Water Service Section of the budget.)

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; processes water liens, releases, and abatements; adds unpaid water bills to taxes; prepares reports of collections.

Personal Services No.	Amount	Contractual Services	Current Charges	Total
5	\$25,821 00	\$45 00	\$800 00	\$26,666 00

Personal Services: Assistant Collector-Treasurer, Water Lien Supervisor, Principal Clerk and Secretary, and 2 Clerical Employees.

Contractual Services: Repairs of office machines, \$45.00.

Current Charges and Obligations: Premiums on surety bonds, \$800.00.

2. COLLECTION OF WATER CHARGES

Prepares for mailing all water bills, demands, and delinquent notices; receives and gives receipts for monies paid, tabulates, balances, and prepares daily cash records and prepares daily reports of tellers' receipts.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
23	\$115,569 00	\$1,661 00	\$15,032 00	\$2,179 00	\$134,441 00

Personal Services: Performance under this program is divided among the following sections:

Accounting Section: Accountant, Principal Account Clerk.

Deputy Section: 12 Deputy Collectors.

Tellers Section: 3 Tellers.

Tabulating Section: Principal Statistical Machine Operator and 3 Statistical Machine Operators.

Central Mailing Section: Principal Clerk.

Motor Vehicle Cancellation Section: Head Clerk.

Temporary Employees: 3 Statistical Machine Operators for 10 weeks during annual tax rush, \$2,747.00. Overtime: auditing project, \$3,700.00.

Contractual Services: Repair and maintenance of office machines, \$1,315.00; transportation, \$70.00; freight charges, \$90.00; printing and binding, \$186.00.

Supplies and Materials: Postage, \$12,000.00; cards, forms, and stationery, \$2,923.00; microfilm and Recordak spools, \$109.00.

Current Charges and Obligations: Premiums on surety bonds, \$700.00; rental postage meter, \$144.00; rental tabulator, \$1,100.00; rental interpreter, \$235.00.

Collecting Division, Treasury Department (Water Service) — Continued

3. ESTABLISHING TAX TITLE ON REAL ESTATE WHERE WATER CHARGES ADDED TO REAL ESTATE TAX ARE UNPAID

Contractual Services	Supplies Materials	Equipment	Total
\$2,436 00	\$613 00	\$90 00	\$3,139 00

Contractual Services: Advertising and posting, \$1,756.00; recording and judicial services, \$680.00.

Supplies and Materials: Postage, \$613.00.

Equipment: Directory, \$90.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	5	\$25,821 00	\$45 00	—	\$800 00	—	\$26,666
2. Collection of Water Charges	23	115,569 00	1,661 00	\$15,032 00	2,179 00	—	134,441
3. Establishing Tax Title on Real Estate Where Water Charges Added to Real Estate Tax Are Unpaid	—	—	2,436 00	613 00	—	\$90 00	3,139
TOTALS	28	\$141,390 00	\$4,142 00	\$15,645 00	\$2,979 00	\$90 00	\$164,246

AUTOMOTIVE DIVISION, PUBLIC WORKS DEPARTMENT (Water Service)

1-03-52

This appropriation provides for the maintenance and repair of automotive equipment for the Water Service, including 11 passenger cars, 32 trucks, 1 crane, 1 carryall, 5 pickups, 6 compressors, 1 trojan loader, 6 dump trucks, 3 derrick trucks.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$44,936 00	\$47,907 00	\$47,872 00	\$52,752 00	\$49,033 00	
2—Contractual Services	7,000 00	7,000 00	7,000 00	8,500 00	7,000 00	
3—Supplies & Materials	26,400 00	26,500 00	26,000 00	26,586 00	26,000 00	
4—Current Charges & Oblig's	2,855 00	2,500 00	2,500 00	2,250 00	2,250 00	
5—Equipment	44,000 00	34,100 00	16,500 00	30,150 00	30,150 00	
TOTALS	\$125,191 00	\$118,007 00	\$99,872 00	\$120,238 00	\$114,433 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 None

C — PROGRAM

1. MAINTENANCE AND REPAIR OF AUTOMOTIVE EQUIPMENT

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
11	\$49,033 00	\$7,000 00	\$26,000 00	\$2,250 00	\$30,150 00	\$114,433 00

Personal Services: General Foreman and 10 Repairmen.

Contractual Services: Automotive repairs by outside repair shops, \$7,000.00.

Supplies and Materials: Gasoline, oil, and grease, \$12,600.00; tires and tubes, \$4,700.00; repair parts, \$8,700.00.

Current Charges and Obligations: Registration of vehicles, \$250.00; storage of vehicles in privately-owned garages during 5 winter months, \$2,000.00.

Equipment: 5 trucks, \$20,150.00; 1 front end loader, \$10,000.00.

WATER SERVICE, PUBLIC WORKS DEPARTMENT

3-71-12

The Water Service of the Public Works Department is responsible for the distribution within the city limits of water which is purchased from the Metropolitan Water District. A comprehensive water supply system is operated, which includes approximately 1,030 miles of supply and distributing water mains, more than 12,543 standard fire hydrants, approximately 93,880 water meters, and a high pressure fire service consisting of approximately 19 miles of pipe with approximately 1,000 hydrants. Meters are read and billings prepared quarterly for water use. Approximately 115,000,000 gallons of water are used daily, which represents about 65 per cent of the volume distributed by the Metropolitan Water District.

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget	
				Requested by Department	Recommended by Mayor
Personal Services . . .	\$1,417,475 35	\$1,452,905 07	\$1,480,000 00	\$1,662,319 00	\$1,530,000 00
Contractual Services . .	404,435 25	347,850 83	434,700 00	499,399 00	454,700 00
Supplies & Materials . .	266,473 65	163,500 82	207,790 00	237,125 00	207,465 00
Current Charges & Oblig's	77,468 52	70,889 01	204,283 00	82,793 00	82,783 00
Equipment	131,193 15	33,999 19	117,900 00	118,418 00	111,000 00
Structures & Improvements	175,480 29	185,999 87	235,000 00	338,951 00	303,951 00
TOTALS	\$2,472,526 21	\$2,255,144 79	\$2,679,673 00	\$2,939,005 00	\$2,689,899 00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1960 \$6,300,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervision and direction of activities; provides financial and clerical services; processes contractors' invoices for street opening work.

Personal Services No.	Amount	Supplies Materials	Current Charges	Total
6	\$29,748 00	\$100 00	\$57 00	\$29,905 00

Personal Services: Division Engineer, Principal Account Clerk, Inspector, and 3 Clerical Employees.

Supplies and Materials: Cards, forms, and stationery, \$100.00.

Current Charges and Obligations: Subscriptions, \$7.00; premium on surety bond, \$50.00.

2. PROCESSING OF WATER BILLS, INCLUDING READING AND CARE OF METERS

Responsible for the field and office work related to processing bills to property owners for water used and maintenance and repair of meters. Applications for service are processed; 94,322 meters are read quarterly; 415,000 bills are computed and prepared annually; records are kept of paid and unpaid bills; liens are recorded against delinquent consumers; 1,000 meters are installed or removed; 6,100 meters are tested; 2,100 meters are repaired in the meter shop and 1,200 meters are repaired in house locations annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
116	\$488,989 00	\$55,615 00	\$22,850 00	\$50 00	\$108,238 00	\$103,951 00	\$779,693 00

Personal Services: Water Revenue Supervisor, 4 Senior Clerks and Stenographers, 2 Head Clerks, 2 Principal Account Clerks, 4 Senior Accounting Operators, 9 Senior Account Clerks, 2 Senior Clerks and Typists, 6 Clerks, 7 Clerks and Typists, Senior Cashier, 3 Principal Clerks, 4 Clerks and Water Meter Readers, 6 Senior Clerks, 2 Water Service Inspectors, 3 Constables, Chief Water Meter Reader, Water Installation Inspector, Meter Supervisor, 4 Special Meter Readers, 28 Water Meter Readers, 17 Water Meter Repairmen, 3 Plumbers, Supervisor Water Meter Readers, 4 Laborers.

Contractual Services: Repairing water meters, \$30,000.00; servicing and repairing office machines, \$1,015.00; travel expenses, \$1,800.00; printing and binding, \$2,800.00; water waste survey, \$20,000.00.

Supplies and Materials: Postage, \$160.00; cards, forms, and stationery, \$3,140.00; meter parts, \$19,550.00.

Current Charges and Obligations: Premium on surety bond, \$50.00.

Equipment: New water meters, \$108,238.00.

Structures and Improvements: Meters for city owned buildings, \$103,951.00.

Water Service, Public Works Department — Continued

3. INSTALLATION AND MAINTENANCE OF MAINS AND EQUIPMENT FOR THE DISTRIBUTION OF WATER

Responsible for surveys for water installations, preparation of contracts and supervision of contract work; operate a main yard and 4 district yards for repair and maintenance of mains, pipes, hydrants and other parts of the distribution system; an emergency crew is on duty at all times to prevent damage to property from breaks in the system; the main yard includes a machine shop, a plumbing shop, a carpenter shop, a central storage yard, a hydrant-testing unit, a garage.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures	Total
245	\$1,011,263 00	\$399,085 00	\$184,515 00	\$82,676 00	\$2,762 00	\$200,000 00	\$1,880,301 00

Personal Services: Superintendent and Assistant of Water Distribution, Head Clerk, 5 Water District Foremen, 15 Water Service Inspectors, 17 Working Foremen Water Service Repairmen, 14 Plumbers, 17 Heavy Motor Equipment Operators and Laborers, 40 Water Service Repairmen, 20 Water Service Maintenance Men, 20 Motor Equipment Operators and Laborers, 2 Working Foremen Laborers, 31 Mechanical Laborers, 6 Yardmen, Garage Foreman, 14 Clerical Employees, 3 Telephone Operators, 1 Water Shut-Off Man, Principal Civil Engineer, Senior Civil Engineer, Junior Civil Engineer, 2 Assistant Civil Engineer Legal Assistants, 2 Senior Engineering Aides. Overtime, \$30.00.

Contractual Services: Telephone service, \$6,300.00; electric and gas service, \$3,300.00; carpentry, \$500.00; painting, \$500.00; repair distribution system, \$239,000.00; hydrant changes, \$5,000.00; replacing Lowry hydrants with post hydrants (requested by Fire Department), \$5,000.00; lay and relay water mains, \$50,000.00; machining and assembling gates, \$20,000.00; street repairs, \$60,000.00; repair office machinery, \$50.00; repairs and maintenance of oil burners, fire extinguishers, elevator, fountain bubblers, \$3,535.00; transportation, inspectors labor force, \$1,200.00; advertising, \$350.00; blueprinting, photostating, \$600.00; freight and express charges, \$100.00; professional appraisal and legal services, \$2,590.00; printing and binding, \$1,000.00; recording and judicial services, \$60.00.

Supplies and Materials: Ice for drinking fountains, \$5,000.00; heating supplies, \$5,000.00; custodial supplies, \$440.00; medical supplies, \$240.00; office forms and stationery, \$600.00; building supplies, \$6,000.00; general operating supplies, \$2,000.00; repair parts, non-automotive, \$1,000.00; tools and instruments, \$2,000.00; wearing apparel, \$450.00; public works supplies, \$88,000.00; post hydrants, \$20,000.00; lead and copper pipe and tubing, \$36,000.00; miscellaneous, \$17,760.00; blueprint paper, \$240.00.

Current Charges and Obligations: Damages and judgments, \$75,000.00; rental of land (Gibson Street, Dorchester, \$150.00; New York, Haven & Hartford Railroad, \$26.00); flashing barriers, \$5,000.00; rental compressor, \$2,500.00.

Equipment: Electrical and mechanical machines and equipment, \$972.00; Public Works equipment, \$1,550.00; danger flags, \$240.00.

Structures and Improvements: Extensions and improvement of water mains, \$200,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures	Total
1. Administrative and General Services	6	\$29,748 00	—	\$100 00	\$57 00	—	—	\$29,905 00
2. Processing of Water Bills Including Reading and Care of Meters	116	488,989 00	\$55,615 00	22,850 00	50 00	\$108,238 00	\$103,951 00	779,693 00
3. Installation of Mains, Equipment for the Distribution of Water	245	1,011,263 00	399,085 00	184,515 00	82,676 00	2,762 00	200,000 00	1,880,301 00
TOTALS	367	\$1,530,000 00	\$454,700 00	\$207,465 00	\$82,783 00	\$111,000 00	\$303,951 00	\$2,689,899 00

PENSIONS AND ANNUITIES — SPECIAL (CITY)

3-71-16

Payments to retired officials and employees who were not members of the contributory pension system are covered by this appropriation as provided by Special Acts of the Legislature.

The expense applicable to the Income Department is given in the following tabulation:

3-71-12—Water Service, Public Works Department \$260,000 00

A — BUDGET SUMMARY

Group	1957 Expenditures	1958 Expenditures	1959 Appropriations	1960 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Pensions and Annuities— Special (City)	\$279,973 21	\$285,396 37	\$290,000 00	\$290,000 00	\$260,000 00	



PART III
COMPARISON TABLES

CITY BUDGET SUMMARY

	1959 APPROPRIATION	1960 DEPARTMENT ESTIMATE	1960 ALLOWANCE
GENERAL GOVERNMENT			
LEGISLATIVE AND EXECUTIVE			
1-01-11 Mayor, Office Expenses	\$131,628 00	\$189,924 00	\$189,924 00
1-01-94 Conventions and Entertainment of Distinguished Guests	85,000 00	99,924 00	30,000 00
1-01-95 Public Celebrations	120,000 00	119,281 00	80,000 00
1-13-77 U. S. Bond Allotment Plan	22,900 00	25,893 00	25,893 00
1-13-78 Committee for Civic Improvement and Juvenile Delinquency	11,900 00	13,516 00	13,516 00
1-01-12 City Council	141,640 00	151,545 00	149,576 00
1-01-13 City Council Proceedings	20,000 00	22,000 00	20,000 00
ELECTIONS			
1-01-21 Election Department	424,235 00	552,491 00	513,068 00
FINANCE			
1-01-31 Auditing Department	386,698 00	425,504 00	395,638 00
1-01-35 Equalization Survey	150,000 00	—	—
1-01-36 Assessing Department	715,920 00	843,228 00	762,184 00
1-01-37 Collecting Division, Treasury Department	275,197 00	307,214 00	269,619 00
1-01-38 Treasury Division, Treasury Department	261,839 00	293,868 00	275,762 00
1-01-39 Board of Sinking Fund Commissioners, Treasury Department	2,650 00	2,750 00	2,650 00
ADMINISTRATIVE SERVICES			
1-01-40 Administrative Services Department	1,020,710 00	1,153,462 00	1,012,872 00
LAW			
1-01-51 Law Department	375,066 00	446,568 00	399,967 00
RECORDING AND REPORTING			
1-01-61 City Clerk Department	88,750 00	96,500 00	93,520 00
1-01-62 City Documents	39,000 00	45,000 00	39,000 00
PLANNING			
1-01-70 City Planning	247,790 00	311,453 00	245,291 00
GENERAL GOVERNMENT BUILDINGS			
1-01-80 Real Property Department	1,088,535 00	1,689,577 00	1,300,503 00
MISCELLANEOUS GENERAL GOVERNMENT			
1-01-91 Boston Retirement Board	116,950 00	126,058 00	109,616 00
1-01-93 Finance Commission	60,000 00	60,000 00	60,000 00
PUBLIC SAFETY			
POLICE			
1-02-11 Police Department	18,597,197 00	19,486,944 00	18,484,706 00
FIRE			
1-02-21 Fire Department	13,215,944 00	14,545,718 00	13,091,924 00
PROTECTIVE INSPECTION AND REGULATION			
1-02-30 Building Department	966,418 00	1,151,946 00	976,139 00
MILITARY AND CIVILIAN DEFENSE			
1-02-41 Civil Defense Activities	73,238 00	74,585 00	71,520 00
OTHER			
1-02-51 Boston Traffic Department	787,060 00	945,644 00	762,920 00
1-02-52 Licensing Board	124,694 00	131,144 00	121,283 00
PUBLIC WORKS			
1-03-00 Public Works Department	10,502,132 00	13,259,984 00	10,398,918 00
HEALTH			
1-05-11 Health Department	2,052,599 00	2,287,623 00	2,124,982 00
HOSPITALS			
1-06-00 Hospital Department	19,807,020 00	22,587,461 00	19,232,388 00

	1959 APPROPRIATION	1960 DEPARTMENT ESTIMATE	1960 ALLOWANCE
PUBLIC WELFARE			
GENERAL WELFARE			
1-07-10 Welfare Department	\$25,144,923 00	\$26,089,003 00	\$25,549,632 00
D TO NEEDY VETERANS			
1-07-40 Veterans' Services Department	2,413,991 00	2,504,675 00	2,399,651 00
LIBRARIES			
1-10-11 Library Department	3,226,477 00	4,182,186 00	3,241,900 00
PARKS AND RECREATION			
1-11-00 Parks and Recreation Department	3,510,398 00	4,199,055 00	3,572,941 00
MISCELLANEOUS			
1-13-31 Executions of Court, Damage Claims and Reimbursements	500,000 00	600,000 00	500,000 00
1-13-41 Workmen's Compensation Service	41,085 00	43,795 00	42,686 00
1-13-42 Workmen's Compensation	200,000 00	215,000 00	215,000 00
1-13-61 City Record, Publication of	56,370 00	56,996 00	54,996 00
1-13-74 Pensions and Annuities, City	5,135,000 00	5,175,000 00	5,175,000 00
1-23-31 Snow Removal	360,000 00	400,000 00	360,000 00
1-25-11 Federal Public Health Program	3,276 00	—	—
1-33-73 Reserve Fund	150,000 00	150,000 00	150,000 00
1-71-58 Boston Housing Authority	76,000 00	82,600 00	70,600 00
1-01-96 Compensation Plan Adjustment	1,503,000 00	—	—
GRAND TOTAL	\$114,233,230 00	\$125,145,115 00	\$112,585,785 00

COUNTY BUDGET SUMMARY

	1959 APPROPRIATION	1960 DEPARTMENT ESTIMATE	1960 ALLOWANCE
GENERAL GOVERNMENT			
RECORDING AND REPORTING			
4-01-65 Registry of Deeds	\$450,226 00	\$482,760 00	\$465,563 00
GENERAL GOVERNMENT BUILDINGS			
4-01-82 County Courthouse (Custodian)	712,109 00	750,181 00	701,949 00
1-01-84 Buildings Division, Real Property Department (County Buildings)	174,555 00	271,620 00	192,721 00
CORRECTION			
CORRECTIONAL INSTITUTIONS			
4-08-11 Jail	486,245 00	563,510 00	533,780 00
4-08-12 Central Office, Penal Institutions Department	86,364 00	82,439 00	72,716 00
4-08-13 House of Correction, Penal Institutions Department	1,054,850 00	1,293,831 00	1,068,591 00
4-08-14 Middlesex County Training School	84,000 00	91,800 00	75,000 00
JUDICIAL			
CENTRAL COURTS			
4-12-11 Supreme Judicial Court	102,325 00	103,169 00	99,943 00
4-12-12 Superior Court, General Expenses	119,075 00	127,702 00	123,183 00
4-12-13 Clerk's Office, Superior Court, Civil Session	954,573 00	1,000,556 00	884,250 00
4-12-14 Criminal Session, Superior Court	712,445 00	761,013 00	716,675 00
4-12-15 Municipal Court, City of Boston	981,193 00	1,065,315 00	1,008,917 00
4-12-16 Boston Juvenile Court	122,463 00	148,228 00	135,771 00
4-12-17 Probate Court	85,680 00	89,838 00	84,070 00
4-12-18 Court Officers' Division, Superior Court	392,743 00	413,685 00	378,658 00
4-12-19 Probation Department, Superior Court, Criminal Session	82,785 00	93,554 00	85,810 00
DISTRICT COURTS			
4-12-21 Municipal Court, Charlestown District	91,961 00	106,079 00	95,981 00
4-12-22 East Boston District Court	94,328 00	106,021 00	102,027 00
4-12-23 Municipal Court, South Boston District	91,129 00	99,219 00	94,932 00
4-12-24 Municipal Court, Dorchester District	150,779 00	169,736 00	164,404 00
4-12-25 Municipal Court, Roxbury District	357,721 00	446,878 00	380,658 00
4-12-26 Municipal Court, West Roxbury District	113,337 00	125,568 00	119,834 00
4-12-27 Municipal Court, Brighton District	73,445 00	84,956 00	78,691 00
4-12-28 District Court of Chelsea	107,616 00	114,321 00	108,830 00
MEDICAL EXAMINATIONS			
4-12-31 Medical Examiner Service, Northern Division	48,141 00	51,460 00	49,853 00
4-12-32 Medical Examiner Service, Southern Division	30,229 00	38,006 00	27,897 00
4-12-33 Associate Medical Examiner Service, Northern Di- vision	5,038 00	5,038 00	5,038 00
4-12-34 Associate Medical Examiner Service, Southern Di- vision	5,038 00	5,038 00	5,038 00
OTHER			
4-12-41 Social Law Library	2,000 00	2,000 00	2,000 00
4-12-42 Mental Illness	60,000 00	64,060 00	60,000 00
MISCELLANEOUS			
4-13-75 Pensions and Annuities	195,000 00	200,000 00	200,000 00
4-01-97 Compensation Plan Adjustment	117,062 00	—	—
GRAND TOTAL	\$8,144,455 00	\$8,957,581 00	\$8,122,780 00

INCOME DEPARTMENTS BUDGET SUMMARY

APPROPRIATION		1959 APPROPRIATION	1960 DEPARTMENT ESTIMATE	1960 ALLOWANCE
1-37	COLLECTING DIVISION, TREASURY DEPARTMENT (WATER SERVICE)	\$157,285 00	\$164,246 00	\$164,246 00
3-52	AUTOMOTIVE DIVISION, PUBLIC WORKS DEPARTMENT (WATER SERVICE)	99,872 00	120,238 00	114,433 00
1-11	SUMNER TRAFFIC TUNNEL, PUBLIC WORKS DEPART- MENT	713,287 00	—	—
1-12	WATER SERVICE, PUBLIC WORKS DEPARTMENT .	2,679,673 00	2,939,004 00	2,689,899 00
1-16	PENSIONS AND ANNUITIES	290,000 00	290,000 00	260,000 00
	GRAND TOTAL	\$3,940,117 00	\$3,513,488 00	\$3,228,578 00

TWO-YEAR COMPARISON CITY BUDGET

APPROPRIATION	1959 APPROPRIATION	1960 ALLOWANCE	INCREASE
PERSONAL SERVICES:			
Permanent Employees	\$62,047,437 00	\$62,606,144 00	\$558,707 00
Temporary Employees	1,318,641 00	1,223,218 00	95,423 00
Overtime	1,429,250 00	1,343,539 00	85,711 00
TOTAL PERSONAL SERVICES	\$64,795,328 00	\$65,172,901 00	\$377,573 00
CONTRACTUAL SERVICES	7,792,760 00	7,625,119 00	167,641 00
SUPPLIES AND MATERIALS	6,117,803 00	5,938,162 00	179,641 00
CURRENT CHARGES AND OBLIGATIONS:			
Aid to Dependent Children	5,030,000 00	5,043,800 00	13,800 00
General Relief	1,970,000 00	2,065,200 00	95,200 00
Old Age Assistance	13,220,000 00	13,033,000 00	187,000 00
Veterans' Benefits	2,070,000 00	2,050,000 00	20,000 00
Aid to Permanently and Totally Disabled	3,050,000 00	3,361,200 00	311,200 00
All Others	393,634 00	427,726 00	34,092 00
EQUIPMENT	503,029 00	552,268 00	49,239 00
STRUCTURES AND IMPROVEMENTS	552,000 00	300,000 00	252,000 00
LAND AND IMPROVEMENTS	180,000 00	160,000 00	20,000 00
SPECIAL APPROPRIATIONS:			
Conventions and Entertainment of Distinguished Guests	85,000 00	30,000 00	55,000 00
Public Celebrations	120,000 00	80,000 00	40,000 00
Snow Removal	360,000 00	360,000 00	—
Federal Public Health Program	3,276 00	—	3,276 00
Workmen's Compensation	200,000 00	215,000 00	15,000 00
Reserve Fund	150,000 00	150,000 00	—
Pensions and Annuities	5,135,000 00	5,175,000 00	40,000 00
Bond Allotment Plan	22,900 00	25,893 00	2,993 00
Committee for Civic Improvement and Juvenile Delinquency	11,900 00	13,516 00	1,616 00
Executions of Court, Damage Claims and Reimbursements	500,000 00	500,000 00	—
Office Supplies Account	13,000 00	10,000 00	3,000 00
Equalization Survey	150,000 00	—	150,000 00
Beacon Hill Architectural Commission	1,100 00	1,400 00	300 00
Demolition or Restoration of Abandoned Properties	225,000 00	225,000 00	—
Boston Redevelopment Authority	76,000 00	70,600 00	5,400 00
Compensation Plan Amendments	1,503,000 00	—	1,503,000 00
Zoning Commission	2,500 00	—	2,500 00
GRAND TOTAL	\$114,233,230 00	\$112,585,785 00	\$1,647,445 00

* Denotes decrease

TWO-YEAR COMPARISON COUNTY BUDGET

	1959 APPROPRIATION	1960 ALLOWANCE	INCREASE
PERSONAL SERVICES:			
Permanent Employees	\$5,785,609 00	\$6,009,947 00	\$224,338 00
Temporary Employees	86,656 00	85,643 00	1,013 00*
Overtime	28,000 00	30,000 00	2,000 00
TOTAL PERSONAL SERVICES	\$5,900,265 00	\$6,125,590 00	\$225,325 00
NONTRACTUAL SERVICES /	1,046,154 00	968,850 00	77,304 00*
SUPPLIES AND MATERIALS	744,240 00	706,657 00	37,583 00*
CURRENT CHARGES AND OBLIGATIONS	15,276 00	17,343 00	2,067 00
EQUIPMENT	42,458 00	29,340 00	13,118 00*
SPECIAL APPROPRIATIONS:			
Middlesex County Training School	84,000 00	75,000 00	9,000 00*
Pensions and Annuities	195,000 00	200,000 00	5,000 00
Compensation Plan Amendments	117,062 00	—	117,062 00*
GRAND TOTAL	\$8,144,455 00	\$8,122,780 00	\$21,675 00*

* Denotes decrease

TWO-YEAR BUDGET COMPARISON INCOME DEPARTMENTS

	1959 APPROPRIATION	1960 ALLOWANCE	INCREASE
PERSONAL SERVICES:			
Permanent Employees	\$2,050,872 00	\$1,683,976 00	\$366,896 00
Temporary Employees	27,500 00	2,747 00	24,753 00
Overtime	56,500 00	33,700 00	22,800 00
TOTAL PERSONAL SERVICES	\$2,134,872 00	\$1,720,423 00	\$414,449 00
CONTRACTUAL SERVICES	639,385 00	465,842 00	173,543 00
SUPPLIES AND MATERIALS	268,354 00	249,110 00	19,244 00
CURRENT CHARGES AND OBLIGATIONS	212,816 00	88,012 00	124,804 00
EQUIPMENT	159,690 00	141,240 00	18,450 00
STRUCTURES AND IMPROVEMENTS	235,000 00	303,951 00	68,951 00
SPECIAL APPROPRIATION:			
Pensions and Annuities	290,000 00	260,000 00	30,000 00
GRAND TOTAL	\$3,940,117 00	\$3,228,578 00	\$711,539 00

* Denotes decrease

